



**MAINE COMMISSION FOR COMMUNITY SERVICE**  
**Regular Meeting - Wednesday, January 20, 1999 Agenda**  
**State Planning Office, 184 State St., Augusta ME 04330**



*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions of any Guests <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Flannery
	<b>Business Reports and Actions</b>	
9:35	1. Minutes from December Commission Meeting	Scott
9:40	2. Nominating Committee -- Potential nominees -- Election of Officers for 1999	Scott/Lebowitz
9:55	3. Staff Reports -- meeting 1/10-13 in DC for State Planning Office and MCCS financial staff -- MCCS/SPO budget request -- report to the legislature	Crofton
10:15	4. Reports from Task Forces a. Capacity Building/Maine Service Exchange	Luppi/McDougal/ Lincoln
10:25	b. Youth Service/Service Learning	Maroon/McDougal
10:30	5. Maine Promise Network -- update	Broussard
	6. Commission operating issues -- Updating Ambassadors from Commission to regional meetings -- Training needs/requests -- representation on Dirigo Prevention Board -- meeting locations	Flannery
10:45	<b>Break</b>	
	<b>National Service Programs: Oversight and Coordination</b>	
11:00	1. Report of Review panel for AmeriCorps applications --	DiCara/McPhetres
11:15	2. Senior Corps/VISTA update	Ferguson
11:25	3. Learn & Serve America update	Maroon
11:35	<b>Focus on Mission Responsibilities</b> 1. [no items scheduled]	
11:35	<b>Planning/Future Initiatives</b> 1. Update on Plans for Commission Retreat	Ferguson/Crofton
12:00	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	
12:30	<input checked="" type="checkbox"/> Adjourn	



**Please notify the office if  
you will not attend.**

**Maine Commission for Community Service**  
**January 20, 1999**  
**Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
February 2, 1999	Renee Mitchell		

**Members Present:**

Don McDougal	Kathie Ferguson	Everett Flannery, Jr.	Ed Maroon
Edith Scott	Vin Di Cara	Brenda Zollitsch	Mark Hews
Paul Offill	Tom Broussard	Joyce McPhetres	Dawn Girardin
Susanne Sandusky	Wanda Lincoln	Perry Gates	

**Members Absent:**

Dixie Dumond	Rebecca Lewis	Judi Stebbins	Kathryn Tremper
Jean Mattimore	Catherine Lebowitz	H. Timothy Brown	Susanne Kibler-Hacker

**Guests and Staff:**

Maryalice Crofton	Anne Schink	Ken Spalding	Renee Mitchell
Guy Quattrucci	Heather Chandler		

**Welcome, Announcements, Agenda Adjustments**

Meeting was held at the State Planning Office conference room in Augusta, Maine. Major Everett Flannery called the meeting to order at 9:30 am. The recorder was Renee Mitchell.

Melissa Boyd introduced herself as an AmeriCorps Promise Fellow for the Maine Promise Network. There were no additions to the agenda.

**Business Reports and Actions**

Minutes from December Susanne Sandusky brought to the group's attention that she was listed neither as being present at the last meeting nor being absent. She was absent from the December meeting. **Motion** made by Don McDougal and seconded by Vin DiCara to accept December minutes, with the amendment. The vote on the motion was unanimous to pass.

Nominating Committee Information packets were sent to six commission candidates. As of this date, none of the six have responded. The categories that need representation are: Social Services, Labor, Minority and Youth.

Election of Officers For 1999 The nominations for Commission offices are: Chairman (Everett Flannery), Vice Chairman (Don McDougal) and Susanne Kibler-Hacker (Secretary). The Chairman asked if there were additional nominations from the floor. There were none. **Motion** was made by Mark Hewes and seconded by Wanda Lincoln to approve this slate of officers. The vote was unanimous to pass.

Staff Reports On January 10th -13th Maryalice attended a Financial & Accountability seminar held in Washington D.C. Bruce White, a financial staff person from State Planning, also attended. The Inspector General will be widening the scope of audits this year to include State Service Commissions.

Sixteen states will be audited - five each of small, medium, and large states. The audits will focus on 1994/95 grants. These audits are very thorough. Therefore, if Maine is selected, it will entail a great deal of staff time.

In June there will be a meeting in Las Vegas to include State Commissions. Maine has been asked to be involved in the WBRs training. There are other requests for Maine Commission staff to present at a meeting of national direct AmeriCorps grantees in San Diego plus a special issue meeting of state commissions later this winter. Maryalice has been appointed to the Maine Literacy Task Force. In addition, she will represent SPO on the Childhood Indicators for Policy Project.

MCCS/SPO Budget Request The Governor's budget has been released. The MCCS staff position is not included. However, it might be returned later as a correction to the budget. The decision hinges on the findings of the Revenue Forecast Commission which will meet in late February. If it projects that revenues will be higher than first thought, there may be minor adjustments in the Governor's budget. That is the point at which the MCCS position might be reconsidered - it's such a small amount of funds. The Commission's effort to create "in-kind" match was what made our case convincing.

Report To The Legislature Our report to the Legislative Task Force will be late. Peggy Pendleton is the Senate Chair of the Legislative Oversight Committee. This was mentioned because she is sponsor of the bill to restore state funding of Senior Corps in Maine.

Reports From Task Forces Faye Luppi made a presentation overview of the Maine Service Exchange (MSE). MSE will be utilizing Maryland's model to plan three institutes in Maine:

1. Service Learning
2. Volunteer Management
3. Research and Evaluation

Faye will be attending a meeting in Maryland during the month of February in order to determine how Maine will proceed with it's Exchange. Maine will be working with current providers to prevent service duplication. Don suggested that Task Forces revisit their inventories, in order to prevent overlapping.

Youth Service/Service Learning A meeting was held January 6th. One focus involves doing inventory of existing programs. Since the Governor's Service Institutes are finished, how will we coordinate what was accomplished by them. The objective itself is a stumbling point. Is it a realistic objective to have the involved reached by the year 2000? However, we do have twenty-three months to reach this goal. The Task Force will have two additional meetings. Mark Hewes questioned where Objective #3 should belong. Have the GSI's been replaced with Youth Service? Didn't the Maine Promise Network evolve into this goal? It would be helpful to clarify who actually is responsible for Objective #3. Will MPN report to the Youth Service Task Force? The Commission's role could be focused on creating opportunities for youth to do meaningful service. The suggestion was made that we look at creating opportunities to include individuals, in addition to Youth, to be involved in Service Learning.

Maine Promise Network & AmeriCorps Promise Fellows Rosalynne Petrie is now the Program Director for the Network's AmeriCorps Promise Fellows\*OneMaine project. The orientation for the 11 Promise Fellows will be held at St. Paul's Center January 28th & 29th. The wrap-up will be the Press Conference the 29th at the Children's Museum. At that time, the Promise Fellows will be sworn in by

Governor King. The conference will kickoff the expansion of the Maine Promise Book. All Commissioners are invited to attend. Peoples' Heritage Bank, Junior Achievement, and Bowdoin College will be announcing their commitments to MPN.

Commission Operating Issues The current Commission Ambassadors are: Everett Flannery, Judi Stebbins and Susanne Kibler-Hacker. There is another opening due to Kate Roberts resignation. If anyone else is able to participate, please let us know. Our representation at meetings/seminars is very critical.

The suggestion has been made that Nominating Committee resume taking responsibility for the "care and feeding" of the Commission as a group. This would include surveying commissioners to determine Training and information needs. Ongoing training will help us to do our jobs better. A question was asked about which Task Force or Committee should deal with this group need. Perhaps the task force responsible for Capacity Building would be more appropriate. It was noted that the charge to Capacity Building deals solely with grantees. Joyce asked if the consultants who would survey commissioners for the March retreat could be asked to add one question to their interview. This would accomplish two ends with one call. Maryalice indicated that could be done and she will contact Janis Glenn at Project TASC. Vin asked for clarification - would the Nominating Committee be responsible for doing the training or just overseeing the process to deal with the needs. The answer was the latter. The **Motion** was made by Mark Hewes and seconded by Don McDougal that the Nominating Committee be charged with the responsibility for meeting the needs of the Commission. **Vote** was unanimous to pass.

Susan Jennings has resigned from the Commission and she was the MCCS representative to the **Dirigo Prevention Board**. We need to recommend someone to replace her. Dirigo is a nonprofit organization created by five State Agencies. There are many commonalities between the Commission and Dirigo. Dirigo is only five years old. It is a membership organization.

The suggestion was made that we set **Meeting Locations** away from Augusta this year. The Commission has done this before but got out of the habit last year with the projects we undertook. It would be an opportunity to be near Program Sites. Perhaps we should solicit sites to see if we can hold meetings there. We would need full representation from the member. Therefore, the geographical factor needs to be considered. People from programs should be invited, in order to give feedback. The months that seem to work for "away" meetings are; April, July and September. Recommended sites are Bangor, Rockland, and Portland. After discussion, it was decided to meet in Bangor during April, Rockland during July, and Portland during September. **Motion** was made by Don McDougal to meet off site on the proposed schedule. Joyce McPhetres inserted an **Amendment** to the motion to include the presence of guest speakers and presenters from grant sites. Mark Hewes seconded the **Motion with the Amendment**. **Vote** was unanimous to pass, with the amendment.

### **Break**

The **Legislative Task Force** sign-up sheet was circulated. Please sign up for no more than two profiles. We need to keep in touch and contact the legislators in a more "personal" approach.

**Marketing Task Force** The Maine Promise Network is planning some similar endeavors as the Commission. They can share media resources. The **Motion** was made by Edith Scott to blend

Marketing Committee with MAN. Motion was **seconded** by Susanne Sandusky. Mark Hewes wanted an amendment that the goals were not "blurred". **Motion** was passed, with one opposed.

**National Service Programs** The review for AmeriCorps Competitive Grants was thrown off due to the weather. Interviews still need to be conducted. The recommendations on funding and continuance or selection need Commission approval before the grants can be forwarded to the Federal level. One way to handle this is to have the grant reviewers (coincidentally, all the reviewers this year are Commissioners) meet with the Program Oversight Task Force after the process is complete and make final decisions. **Motion** was made by Mark Hewes to empower reviewers in combination with the Oversight Committee, to make the final decisions in order to meet the final deadlines. The motion was **seconded** by Wanda Lincoln. Vote was unanimous to pass.

**Senior Corps** The President's budget will have substantial increases across the board. CNS considers 1999 to be "The year of the member". The Federal Regulation timeline is out. The week of March 1st it will be final. In the year 2000 Senior Corps will have a planning conference in Washington D.C.

**VISTAs** Communities For Children will have probably 36 **VISTAs** coming online to work in communities. Supervisor training should occur before **VISTAs** are recruited. New members would be more knowledgeable of programs, if the supervisors received proper training. The attrition rate is very high at this time. With proper training, the attrition rate could be lowered.

**Learn & Serve** The Department of Education has submitted it's reapplication for next year. Any school is eligible to participate as a **National Leader School**. Maine will have three sites. This year focuses on Secondary Schools. The goal is to incorporate Service Learning. The school does not have to have Service Learning in order to be eligible to be a National Leader School. Ed needs to submit portfolios to Washington by March, for those who wish to send an RFP.

**Commission Retreat** The retreat will take place on March 17th from 9:30 to 4:00 at Unity College. TASC will poll the Commission Members as to what they want covered. TASC has a contract with CNS to assist the State Commissions. Therefore, this can be the start of a process and they can return anytime. Some topics that will be discussed are:

1. Where does the Unified State Plan fit.
2. What do Commissioners need to fulfill their responsibilities.

**Agenda For Next Meeting** Ann will make sure we have updated info for the TA "road show".

**Motion** to adjourn made by Vin DiCara. Motion was seconded by Wanda Lincoln. Vote was unanimous to pass. Meeting Adjourned at 12:30.





**MAINE COMMISSION FOR COMMUNITY SERVICE**  
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**State Planning Office, 184 State St., Augusta ME 04330**



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	<b>Business Reports and Actions</b>	
9:35	1. Minutes from January Commission Meeting	Kibler-Hacker
9:40	2. Nominating Committee	Scott
	-- Potential nominees, update	
9:55	3. Staff Reports	Schink
	-- "Road Show" plans and roles for Commissioners	Various Staff
	-- Questions/Answers to written staff reports distributed in HQ	Crofton
	-- report on development of Governor's Initiative for AmeriCorps	
10:15	4. Reports from Task Forces	
10:20	a. Capacity Building/Maine Service Exchange	Luppi/Lincoln
10:25	b. Youth Service/Service Learning	Maroon
	c. Grant Review and Program Oversight	DiCara/Lebowitz
	1) Final decisions on grant applications and funding	
	2) Commission uniform policy on securing funds	
	3) April grants	
10:35	5. Maine Promise Network -- update	Crofton Broussard
10:45	<b>Break</b>	
	<b>National Service Programs: Oversight and Coordination</b>	
11:00	1. Liaison Reports on Second Quarter Visits	Various Commissioners
11:15	2. Senior Corps/VISTA update	Ferguson
	a. Senior Corps funding bill and legislative day	
	b. New VISTA projects	
	c. Other	
11:30	3. Learn & Serve America update	Maroon
	<b>Focus on Mission Responsibilities</b>	
11:35	1. "The Year of Infrastructure" -- review of activity on this front	Crofton
11:45	2. Looking ahead to 2000 grants: priorities and partners	
	<b>Planning/Future Initiatives</b>	
11:55	1. Update on Plans for Commission Retreat	
12:00	2. Work Sessions for	
	Marketing + Legislative (joint) - staff facilitator: Crofton,	
	Partnerships - staff facilitator: Schink,	
	Program Oversight - staff facilitator: Chandler	
12:30	<b>Wrap-up and Adjournment</b>	Flannery
	<input checked="" type="checkbox"/> Agenda Items for Next Meeting:	
12:35	<input checked="" type="checkbox"/> Meetings to Schedule before Members leave:	
	<input checked="" type="checkbox"/> Adjourn	

**Please notify the office if you will not be attending - 287-5313**

**Maine Commission for Community Service**  
**February 17, 1999**  
**Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
March 5, 1999	Renee Mitchell		

**Members Present:**

Don McDougal	Kathie Ferguson	Everett Flannery, Jr.
Ed Maroon	Edith Scott	Brenda Zollitsch
Judi Stebbins	Joyce McPhetres	Susanne Kibler-Hacker
Susanne Sandusky	Tom Broussard	

**Members Absent:**

Dixie Dumond	Rebecca Lewis	Kathryn Tremper
Jean Mattimore	Catherine Lebowitz	H. Timothy Brown
Vin DiCara	Perry Gates	Dawn Girardin
Mark Hewes	Wanda Lincoln	Paul Offill

**Guests and Staff:**

Maryalice Crofton	Anne Ostberg	Renee Mitchell
Heather Chandler		

**Welcome, Announcements, Agenda Adjustments**

Meeting was held at the State Planning Office conference room in Augusta, Maine. Major Everett Flannery called the meeting to order at 9:35 am. The recorder was Renee Mitchell.

Anne Ostberg was introduced as a guest at the meeting. She is a National Service Fellow. Her research project is looking at how Commissions use the Internet for recruitment and other purposes.

**Business Reports and Actions**

Minutes from January: Tom Broussard was incorrectly listed as being present at January's meeting. He was actually absent, due to the flooding of his business. This error has been corrected. **Motion** made by Don McDougal and seconded by Susanne Sandusky to accept the January minutes, with the amendment. The vote on the motion was unanimous to pass.

Nominating Committee Presently, there are only two nominees who have expressed an interest to be on the Commission. Andrea Corbett has moved from Mead Paper to Big Brothers/Big Sisters. She is in the Dixfield area. The other candidate is Michael Crowley. He is the Vice President for Development at Eastern Maine Health Care. We still need three or four more candidates. The areas that need coverage are: Labor, Social Services (with a Youth Service background), Service Learning and Minority. We also don't know who will be rotating off the Commission this summer. The Kennebec County area is pretty well represented. There is no representation from Franklin County. The Commission is required by Statute to maintain a gender, geographical and political balance of membership. Youth that serve on the Commission need to be

between the age of 16 and 20. There has been no response from Dennis Norton of the AFLCIO regarding nominees from there. Others were contacted two weeks ago.

**Staff Reports** The "Road Show" calendar was distributed among the Commissioners. The Outreach will be focussed in the geographic areas. The areas of focus and the staff assigned to them are as follows;

- Heather Chandler - High Schools and Colleges
- Melissa Boyd - Promise Book Commitments
- Sara Braaf - ServeNet
- Allison Freeman - Youth Roundtable
- Faye Luppi - Potential Members for the Maine Service Exchange

The Spring Training Road Show will be an excellent vehicle for National Service to create a presence in the community. Commissioners should feel free to make copies of the reception invitation and give them to any community groups they think would want to know about National Service. Maryalice reminded everyone that all AmeriCorps funds will be RFP'd next year so this is one way to educate potential applicants.

Sara Braaf and Melissa Boyd will be teaching Internet Skills. The State Planning Office IT person, Lisa Leahy, will be assisting. Before coming to SPO, Lisa was a trainer for EnvisoNet and a technology intern for the Commission. The Internet training is open to any national service person - Senior Corps, Learn & Serve, AmeriCorps, staff, participant, or sponsor. However, up to this point, we've not been able to locate facilities in several areas that will allow the use of their computer lab for the purpose of Internet training. Perhaps, it is a security issue. All leads are welcome.

**Library Surveys:** Sara gave a report on the Maine Library Internet Survey. The return of the surveys was 60% from the 260 that were mailed out. Sara displayed the geographic areas the surveys were received from. The two areas of deficiencies that were most prevalent were: Library staff does not have ample time to teach patrons how to use the Internet and Libraries do not have enough computers. Internet surveys will be going out to the schools soon. The Maine Schools and Libraries project will be doing their own survey, which will take several months

**ServeNet:** Many schools are interested. Five schools responded within a week, indicating they want to take this on as their National Service Day.

**Maine Service Exchange:** MSE will be comprised of "Institutes". A Director's team will be used to head these institutes. Consultants for the MSE will be asked to contribute 40 hours per year for their service. Directors will be asked to contribute 80 hours per year. MSE's request for qualifications will go out in late April. The MSE is just now gaining momentum.

**Youth Service and Service Learning:** Grant reviews are due in at the Department of Education on March 1st. The grants will be reviewed on March 3rd. Orono is the only school who has asked for a formal review. The notice has gone out to all schools to apply for "Leader Schools".

**Grant Renewal/Program Oversight:** Programs do not represent themselves well on paper, even though there is a lot happening. Maine College Conservation Corps has all of this year's funding and is working on next year's. MCCC has been operating for 6 years. The reviewers set a condition that Maine Humanities needs to have 60% of the local match committed before the next grant is



issues. At the same time, the review committee expressed a concern that there needs to be consistency regarding prior percentage of funding. New programs who have not operated before get less money than re-competes.

Grants: It appears April will be another “killer” month in regard to Grants. They must be out the door by April 30th. We have one reviewer who is not available for that round of grants. Therefore we need another volunteer. Don and Joyce both offered assistance. **Motion:** Kathie Ferguson made a motion and Don McDougal seconded that programs be told they might have to provide between 60 and 100% of their local match commitments prior to a grant being made. This puts reasonable expectations on the programs. At issue would be the length of the program. **Vote** was unanimous to pass.

Maine Promise Network: Tom Broussard reported. The mission of MPN is to make connections and implement commitments. We still do not have Promise Fellows for Presque Isle, Norway and Dover. Peoples’ Heritage has made a very significant Promise which was presented at the press conference when the Promise Fellows were sworn in on January 29th. Melissa has been doing a lot of work on The Promise Book brochure that will inform people of it’s existence. She is also working on the commitment form. Colin Powell has asked to come to Maine on March 25th. He would like to meet with the Governor on the 26th. There probably will be a rally in Portland while he is here. There is still a lot of work to do on the Promise Book. Susan Savell would like to enroll the Communities for Children as **Communities For Promise**.

## **Break**

Senior Corps: **America Counts** is an outgrowth program of Senior Corps. Please refer to the *Highlights* which Kathie Ferguson distributed. The Senior Corps. Association met with the Legislature and there is a lot of support. A bill has been submitted to restore funding for the program to the level in effect in 1990. This is over a \$10 million dollar commitment. A facsimile check was presented to Rep. Townsend. However, the RSVP program still operates on a slim budget.

New VISTA Projects: Kathie stated she is meeting with the Maine Literacy Task Force to discuss placing a VISTA with them. On March 11th there will be Supervisor Training with the CFC VISTAs. We’ve been asked to join the training team. This is a pilot program. It is not required by the Corporation, but is fully funded by the Corporation. Kathie stated there is plenty of room in **Learns Training**, all the spaces are not claimed. There will be four trainers coming in. The Promise Fellows will be going to Virginia for training. Kathie Ferguson will be one of the coaches.

Program Evaluation: All the State Commissions met concerning evaluations. Anne represented the Maine Commission. Programs are required to budget for evaluations. The national average is between \$3,000-\$5,000. A number of Commissions have held those funds in a pool and contracted with an independent evaluator. CNS is pushing Commissions to do statewide evaluations and will provide one set of funds to conduct evaluations. Questions posed were: Did TA training have intended effect? Were funders expectations met? There is a 3 week turn around for Request For Funds. The funds are regulated by law.

Performance Standards: Two states in each region will pilot the Performance Standards.

Nationwide implementation is targeted for next summer. This is not an issue that's incorporated in the Unified State Plan. Maine is going to get a lot of attention because of our unique status. A lot has been made about our governor's independent status, the two Republican women Senators, and a number of other cutting edge efforts.

Mission Responsibilities: The Annual Report is a month late. The theme is "Year of Infrastructure"

Looking Ahead / Year 2000 Grants: Next year the RFP is due for "formula funds". It has been the Commission's practice to fund a program for three years, then kick it to competitive. Have the state's priorities changed? We didn't determine priorities in Education. Maybe now is the time to determine that. The concentration has been on Youth. Perhaps now is the time to address the priorities identified regarding "older" people. In May should the Commission decide what (if anything) they'd like to change. Perhaps a packet of information could be out in April. If the information packet is sent early, members who have difficulty attending meetings could plan to attend. The question was raised about Public Comment. The practice in the past has been for the Commission to formulate a draft of these kind of decisions in a work session that included as participants representatives of those who would be impacted. Only once has a policy gone out for comment. The Commission can decide how much is enough.

Upcoming Meetings: The next Commission meeting will be the Retreat at Unity College. Janice Glenn will start calling people on February 18th to determine training needs for the Retreat.

**Motion** was made by Joyce McPhetres and seconded by Tom Broussard to adjourn. **Vote** was unanimous to pass Meeting was adjourned at 12 noon.



**Maine Commission for Community Service**  
**Report of Consultants who Facilitated March 17, 1999**  
**Meeting/Retreat**  
**(normal structure of meeting was set aside for this work session)**



**Maine Commission for Community Service**  
**Report on Commission Retreat**  
**March 17, 1999**  
**Unity, Maine**

Facilitated by Justine Murray and Janis Glenn, Project TASC

This report reviews the work produced by the Maine Commission on National and Community Service retreat of March 17, 1999. Since this retreat's technical assistance is designed to help you follow-through with the work of the retreat, this report also recommends next steps for the Commission.

*Preparation for the retreat included conducting an interview with Commissioners to listen and learn about their issues, concerns, and vision for the Commission. Based upon these interviews with Commissioners and staff, the following goals were established for the retreat:*

**GOALS:**

- The Commission will clarify roles and responsibilities.
- The Commission will identify collective goals.
- The Commission will clarify the Task Force structure and functioning.
- The Commission will develop Action Steps for the next 12 months.

"It's not so much that we're afraid of change or so in love with the old ways, but it's that place in between that we fear....It's like being between trapezes. It's Linus when his blanket is in the dryer. There's nothing to hold on to." Marilyn Ferguson, American Futurist

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed it's the only thing that ever has." Margaret Mead

**AGENDA:**

Welcome and Introductions  
Where have we been? Celebrating our Successes  
Where are we going? Facing Our Challenges  
Visioning for the Next Year  
Commissioner and Staff Roles and Responsibilities  
Identification of Action Steps  
Prioritization

Review of Commission Structure  
Task Force Action Steps  
Next Steps - Evaluations

## **PRESENT:**

**Commissioners:** Tom Broussard, Kathie Ferguson, Dawn Girardin, Susanne Kibler-Hacker, Ed Maroon, Donald McDougal, Joyce McPhetres, Paul Offill, Brenda Zollitsch, Judith Stebbins, Catherine Lebowitz, Vincent DiCara

**Staff:** Maryalice Crofton, Anne Schink, Faye Luppi, Heather Chandler

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## **WELCOME/GETTING TO KNOW EACH OTHER BETTER ACTIVITY:**

*Postcards depicting famous works of art were displayed for participants. Facilitators asked each participant to choose one postcard that reflected a part of their lives. As we introduced ourselves, participants shared what the postcard meant to them. The purpose of this exercise was to deepen our knowledge of each other and thereby establish a safe place in which to begin our work.*

## **ESTABLISHING WORKING GUIDELINES**

*Facilitators generated a list of working guidelines for the retreat including the following: respectful listening, open and honest communication, no side conversations, timeliness, realistic, encourage participation.*

## **WHERE HAVE WE BEEN? CELEBRATING OUR SUCCESSES**

*Facilitators requested a brainstorming session answering the following questions:*

*What have been the key accomplishments of the ME Commission? Do we have a vision, if so, what is it? What are the reasons people serve on the Commission? The purpose of this exercise was to reflect and celebrate the many incredible achievements of the Maine Commission. Commissioners and Staff proudly identified the following list of successful accomplishments:*

## **SUCCESSES OF THE MAINE COMMISSION**

- Small State Accessibility
- Camaraderie among Commissioners - Great Talent
- Strong Relationships among Commissioners
- Pride in Serving
- Communication is excellent
- Excellent relationship with CNS state office
- Role in Governor's Seven Service Institutes
- Ripple Effect
- Enormous Task in such a short time
- Statewide collaboration

Limited Resources  
Long lasting effects: Collaborative, played out non-profit, level the playing field  
Connect service to public policy  
Promise Book  
Emerging as effective tool for integrating non-profits  
Maine's Promise Network evolved - alive and well  
Maine Service Exchange - four months in  
AmeriCorps Promise Fellows (8 - 9 oriented working)  
Moving into "total" picture  
Providing Program Support  
Process deciding TA - variety of methods, getting programs relevant TA  
Unified State Plan Written  
Read, scored grants  
Visited Program Sites  
Launched new AmeriCorps Program 300 total AmeriCorps - State/VISTA with a large geographical area and a variety of program areas.  
Big bang for the Buck - staff support/encouragement  
Three State conference: Maine, New Hampshire, Vermont

## **WHERE ARE WE GOING? FACING OUR CHALLENGES**

*Facilitators asked the participants to focus on the challenges they face. Facilitators conducted a brainstorming session exploring the following questions: What have been the limitations in maximizing the Commission's mission and vision?*

*What is the message of the Commission? What would be the most effective use of the Commissioners' time? The following list reflects the challenges identified by the Commissioners and Staff in the next months:*

## **CHALLENGES OF THE MAINE COMMISSION**

Infrastructure  
Filling out reports/day to day details and activities  
Resources/Limited Staff  
We miss opportunities  
Need an action plan  
Need to connect activities to goals  
Unified State Plan met 80% of goals but we don't recognize this achievement  
Decisions are not firm and some decisions are made without us.  
Lack of structure (decision-making) i.e. Executive Committee  
Our committees/Task Forces are struggling  
Programs feel unsupported by Commission: Never visited, Only for Show, Superficial support  
Same Commissioners attend meetings. Where are the others? How can we keep them motivated and engaged?  
Not enough notice for events.  
Timeliness issue is chronic. This causes frustration.  
Staff issue is significant/Lack of resources.



Recognition is low yet we do so much. Why?  
 Entrepreneurial thinking. We need to recognize opportunities for securing resources and for building partnerships.  
 Timeliness - agendas, reports, etc. is a serious concern.  
 Need a "plan" presented to us.  
 Commissioners commitment to activities  
 Commissioner Learning - complex system, process  
     Commissioners - variety of community roles - see one another at meetings only.  
 Coordinate Service professionals and lay persons  
 Involve Commissioners in productive ways that are not too time consuming and connect skills and desires to work  
 Individual contributions are essential  
 Maine Commission on National and Community Service is complex with many programs. Are the programs similar or redundant. Enormity/overwhelming. Can I describe this to others?  
 Communicating to public - what's happening - more often, variety  
 Information for Commissioners to fulfill the tasks: information/questions.  
 Keep foundation clear in midst of change.  
 Define Positioning Statement: MCCS is an organization that \_\_\_\_\_ through/by\_\_\_\_\_.  
 Take complex system - communicate across state - via Commissioner?  
     AmeriCorps - State, VISTA, Senior Corps, Learn and Serve  
 Where do Commissioners find their place?  
 Communication and Coordination: What?, Where? How?, Why?, Who?  
 Distribution of Resources with limited resources: Culture says to do more with less- encourage continuation of culture - few staff, much effort.  
 What do I want?  
     Service without guilt: Every individual do something at their level.

## **"PROGRAMMATIC" RESPONSES TO CHALLENGES**

- Generic - PR, Ambassador Program which can be a beginning for everyone
- Series of possibilities - level of effort - finite tasks with closure
- Decision Making - involving Commissioners in meaningful ways
- Role definition for Commissioners. What is the role and function of the Commission?
- Bring what Commission does to the Community: Understand and be able to discuss \$'s; Sources/Uses of funds; Mission Statement; Organizational chart; Different Streams; Number of Members
- Complexity is good, so much is happening  
     Basic issues - PR
- General Public - tax dollars
- Toot our horns
- Community Recognition
- Growth/sustainability
- Great impact - no money from Maine
- Local level  
     Competition by programs for resources.

## **HOW DO WE DEFINE SUCCESS/SUSTAINABILITY?**

*Facilitators reviewed briefly the mandated roles and responsibilities of a State Commission. The administrative, supportive, and visionary roles and responsibilities were presented as well as clarification of what are staff roles and what are Commissioner roles.*

*All of the above exercises elicited an open and honest discussion, not only of successes and challenges, but visioning for the future. Most importantly, Commissioners were able to express their support and acknowledgement of the Staffs' achievements, while venting their concerns and need to have more ownership of the process. Commissioners clearly possess a strong commitment and passion for National and Community Service and requested a more participatory role in the decision making process.*

*From the above intense discussion, three themes emerged that will need further development:.*

### **THREE THEMES**

#### **1. COMMISSIONER INVOLVEMENT**

- Task specific
- Feel Useful
- Feel competent
- Feel involved

#### **BRING MCCS TO COMMUNITIES**

- Vision
- Mission
- Position
- Streams
- Success stories
- \$'s

#### **WORK TO DO**

- PR/Marketing
- Decision making in the midst of change
- Success that is sustainable
- Education of Commissioners
- USP Implementation/Partnership for Service
- Youth Service
- Capacity Building
- Program Oversight
- Legislative
- Promise Network
- Nominating Committee

*Facilitators requested that participants work in three small groups, each exploring one theme. Participants developed strategies for addressing each theme and reported their work to the entire group.*

## **"COMMISSIONER INVOLVEMENT" GROUP**

Commissioner Education - half day or full day session

- Goal: education commissioners on MCCS programs, history, processes, foundation
- Generate written materials
- Structural Discussion - specific recognition - whose responsible for what?

## **"BRING MCCS TO COMMUNITIES" GROUP**

Marketing Plan - message, materials, vehicles. Answer Why we are here?

- Who is our target audience?
- Engage other partners to market service and volunteerism - role of Maine's Promise Network?
- Identify what makes MCCS unique: SPO relationship, partners
- Review, ID, and share existing brochures
- Request TA assistance from Project TASC to develop a marketing plan and provide PR materials.
  - Reach the grass roots
  - Put a "face" on numbers - Biweekly "hot Stuff" Annual Profile - Service heroes.
  - Figure out a way to package, the impact - how much we provide in provide in service - the \$'s, the #'s
  - ID a champion in the state legislature
  - Private Sector Message - engage business, generate funds
  - Why to Market? Generate funds, generate more volunteers
  - Simplicity of Message

## **Role Clarification**

Positioning Statement

Responsibilities of Commissioners

Staff Members on Task Forces

Where does vision and strategic thinking role appear in the USP?

What's the message we want to market? MCCS, programs

## **Revisit Task Force Membership/Structure**

- Revitalize/identity members on Marketing Task Force
- Identify leader on each Task Force ( Executive Committee)
- Appoint new Commissioners to Task Force as training ground, develop expertise

## **"WORK TO DO" GROUP:**

### **Public Relations**

- What is it we're PRing and to whom? MCCS? Service as a strategy?
- What PR does Commission vs. Programs?
- How do we create late breaking news about what MCCS does?
- Positioning statement could focus on what we're really going to do this year.
- Marketing Materials - News- Trifold brochure  
List Commissioners, Mission, date developed, \$incoming, where from and match,  
List successes or programs we run
- Distribute bookmarks

### **Decision Making in the midst of change**

- We keep taking on more
- Will become clear when we define focus
- Spend time meeting on "what are issues troubling staff? Commissioners can give feedback on ways to address. (Is this a role of commissioners?)

### **Success - Sustainable**

- What is our definition of success? Sustainability?
- Staff reports - Organized by "new business" "old business"
- Buddy/mentor system that matches new and seasoned commissioners - you "get it from teaching", gives you the right to ask questions, include former commissioners

### **Education of Commissioners**

- Make it simple
- What is a Commissioner? What is the difference between a Public Sector Commission and a Board?
- Where are we what is our role?
- Staff Create Sample Job description - (see example from 4H and other state commissions)
- What do other Commissions do?
- Include Committee sign up on Commissioner appointment - spend some meeting time discussing

*Facilitators led discussion summarizing the work of the day. The following represents the next steps for the Commission:*

### **NEXT STEPS IDENTIFIED BY THE COMMISSION:**

#### **1. Exploring Who We Are:**

As Commission

As Commissioners vs. Board Members

Develop Job Descriptions

Clarify Expectations/Commitments

Clarify Responsibilities of Staff and of Commissioners

Establish the spectrum of responsibility  
From advisory board to decision making board  
Where do we want to be in this continuum?

### **Educate Ourselves**

What do we do?  
Statutory responsibilities  
Our Commitments  
Specifics of Programs and their relationship to one another

### **Do we like who we are?**

What changes do we want to make?  
Structure  
Activities  
Processes

### **Our May Commission Meeting**

What are the differences between a Board and Commission?  
What are our responsibilities?  
What are our commitments to programs?

## **ACHIEVEMENTS OF THE RETREAT: A NEW BEGINNING**

According to one Commissioner, "the Maine Commission meeting will not be the same again." The retreat process facilitated an important, open, and honest discussion that paved the way for a new beginning. Evaluations provided positive feedback on the content and process of the retreat.

Some specific remarks on evaluations included the following:

- "afforded us a 'safe place' to give voice to long harbored ignorance and insecurities that concern our responsibilities as Commissioners"
- "an opportunity to interact with Commissioners, look at the bigger picture."
- "nice pace. Respectful. nice style of facilitators, helped refocus commission"
- the retreat "increased my interest and effort."
- "an excellent start"
- "it was very important that this discussion took place"
- "clarified what has been confusing in terms of what wasn't quite right"
- "if changes - result- the retreat will be a success"

### **Project TASC Recommendations for the Maine Commission on National and Community Service:**

Thanks to the sincere and thoughtful participation of Commissioners and Staff, this retreat proved successful in celebrating the Commission's many achievements, identifying the challenges, and most importantly, discussing openly and honestly the critical issues facing the Commission. Thus the retreat



launched a new beginning in the organizational development of the Maine Commission on National and Community Service. As with any new beginning, it is essential to explain the basic purpose, paint a picture of how the outcome will look, lay out a plan, and give each person a part to play in both the plan and the outcome.

## **RECOMMENDATIONS**

The following are Project TASC's recommendations for the Maine Commission on National and Community Service:

### **1. Continue the work begun at this retreat at your May meeting.**

- Develop an action plan for each theme that differentiates between staff and commissioner roles.
- Use an instrument that will assess each Commissioner's interests, skills, talents and connect the Commissioner with the task most relevant.
- Review the Current Task Force Structure. Does it work? Should an ad hoc Committee be formed? Should a Task Force be eliminated?
- Explore the concept of being "Ambassador" of Service in the state.

**Project TASC will provide self-assessment instrument for Commissioners, PR materials, Marketing Plan, Job descriptions and other relevant resources.**

### **2. Strengthen the Program Liaison Committee**

### **3. Commissioners and Staff should brief those Commissioners who did not participate in the retreat on the outcomes, and invite them to express their thoughts, and get them involved in the committee/Task Force structure.**

As stated at the inception of this technical assistance process, Project TASC does not see its role as limited to facilitating a successful retreat. Instead it aims to provide assistance through the full implementation of the work started during the retreat, including the steps listed above.

It continues to be a privilege and pleasure to work with the Maine Commission on National and Community Service. Our best wishes for your continued success.

**[Back to MCCS Minutes Home](#)**



**MAINE COMMISSION FOR COMMUNITY SERVICE**  
**Regular Meeting - Wednesday April 21, 1999 Agenda**  
**Eastern Maine Technical College, Rangeley Hall, Bangor ME 04401**



*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions of any Guests <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Flannery
9:45	<b>Business Reports and Actions</b> 1. Minutes from February Commission Meeting	Flannery
9:50	2. Review Summary Report of March Retreat -- comments -- next steps to prepare for May	Flannery
10:00	3. Nominating Committee -- Nominees, update on search	Scott
10:15	4. Staff Reports -- Questions/Answers to written staff reports distributed in HQ -- final report on development of Governor's Initiative for AmeriCorps -- Status of MCCS request in Part 2 budget and related actions	Crofton
10:25	5. Observations from Florida meeting of 12 state commissions	Stebbins
10:40	6. Representation at national mtg of state commissions - June 4-6, Las Vegas -- 2 commissioners funded by CNS -- who will go?	Flannery
10:45	<b>Break</b>	
11:00	7. Reports from Task Forces a. Youth Service/Service Learning b. Program Oversight c. Grant Review 1) Decisions on grant applications and funding	Maroon McPhetres McDougal/DiCara
11:20	8. Maine Promise Network -- update	Broussard
	<b>National Service Programs: Oversight and Coordination</b> 1.	
11:25	<b>Focus on Mission Responsibilities</b> 1. Looking ahead to 2000 grants: priorities and partners	Flannery/Crofton
11:45	<b>Planning/Future Initiatives</b> Comment from Public on service needs, accomplishments	Flannery
12:20	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting:	
12:30	<input checked="" type="checkbox"/> Meetings to Schedule before Members leave: <input checked="" type="checkbox"/> Adjourn	

Please notify the office if you will not be attending - 287-5313



# MAINE COMMISSION FOR COMMUNITY SERVICE

## Regular Meeting - Wednesday April 21, 1999 Agenda Eastern Maine Technical College, Rangeley Hall, Bangor ME 04401



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Please notify the office if you will not be attending - 287-5313

**Maine Commission for Community Service**  
**April 21, 1999**  
**Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
May 5, 1999	Renee Mitchell		

**Members Present:**

Don McDougal	Everett Flannery, Jr.	Mark Hewes
Brenda Zollitsch	Wanda Lincoln	Joyce McPhetres
Tom Broussard	Dixie Dumond	Catharine Lebowitz
Perry Gates		

**Members Absent:**

Rebecca Lewis	Kathryn Tremper	Ed Maroon
Jean Mattimore	H. Timothy Brown	Kathie Ferguson
Vin DiCara	Dawn Girardin	Paul Offil
Edith Scott	Susanne Sandusky	Judi Stebbins

**Guests and Staff:**

Maryalice Crofton	Melissa Boyd	Renee Mitchell
Heather Chandler	Sara Braaf	Anne Schink
Ken Spaulding		

**Welcome, Announcements, Agenda Adjustments**

Meeting was held at Eastern Maine Technical College in Bangor, Maine. Major Everett Flannery called the meeting to order at 9:55 am. The recorder was Renee Mitchell.

Maryalice Crofton has been invited to conduct Web Based Reporting System(WBRS) training in several different states. She is one of the chief architects in developing and implementing WBRS. Wanda Lincoln made a **Motion** to support Maryalice's participation on the training team. Motion was **seconded** by Don McDougal. Vote was unanimous to pass. However, the question was raised as to how Maryalice's absence would impact the Commission meetings. She answered that she will be present for the meetings.

**Business Reports and Actions**

**Minutes from February:** Don McDougal made the **Motion** to accept the minutes from February's meeting. **Motion** was seconded by Joyce McPhetres. Vote was **unanimous** to pass. **The July meeting will be held at MBNA in Rockland.**

**March Retreat:** The retreat facilitator, Janis Glenn, needs to know if the summary she comprised from the retreat is correct. Janis and Frank Dirks (American Association of State Service Commissions) will build the May Commission meeting around the results from the March retreat. The Commission is unlike any other body in State Government. Therefore, the determination concerning the Commission's identity needs to be addressed. Frank can provide a view of other states' roles and how things have settled out for them.

**Nominating Committee:** The committee met via conference call to discuss the candidates. Michael Crowley meets the specific criteria. Kay reviewed Mr. Crowley's qualifications. It was stated that Mr. Crowley would be a good member. He would fill the slot vacated by Kate Roberts. Andrea Corbett's qualifications were also deemed acceptable. Both of these individuals are strong candidates. **Motion** was made by Tom Broussard and **seconded** by Wanda Lincoln to accept both candidates. The **vote** was unanimous to pass. Everett has a Labor person he is trying to recruit. Two college slots are still vacant. Heather mentioned that former AmeriCorps members might be able to fill vacant Commission seats.

**Staff Reports** The Aroostook County Volunteer Conference was a great success. Senior Corps played a major role in organizing it. Congratulations to Susanne Sandusky, Elaine Briggs, and Penny Kern for making it happen. The Commission was a cosponsor and was well represented. Dixie Dumond attended and Mark Hews was the keynote speaker. The Road Shows were a "roaring success". The evaluations received were the highest in five years. Mark Hewes said, "A job well done". Visits to the new **Career Centers** at the Dept. of Labor were highlighted.

**Governor's Initiative On Technology:** The final Budget numbers are vastly different from those in the "first thoughts" that were mailed in HQ Happenings. The design is now detailed and Tech Centers will be the locations. The criteria has been established for selecting which centers will host. The "hubs" will be determined over 3 years. Hubs will be set according to need and readiness. 3 AmeriCorps members and 10 High School students will actually be teaching. The PUC has committed \$300,000. The Governor's Office will help locate the "match". The PUC has the grant to work with school's and libraries dispersed over the state. This will build a base so that people can teach each other. .

**Budget Status:** MCCS's request for assistance in the State Part II budget did not succeed. This has created a deficit of \$24,000. However, all but \$10,000 of that is filled. The Commission will be "partnering" with the Atlantic Salmon people. However, this will be "direct service", so we cannot use it as a "match".

**Florida Conference:** Please refer to Judi Stebbins report from the conference. She was unable to attend the Commission meeting today, but e-mailed her report.

**Las Vegas Conference:** The Association of State Commissions is holding its annual meeting just before the conference. In addition, CNS is conducting a training on its new standards for commission accreditation. Commission Chairman needs to attend to examine the Audit Process. There is room for one other Commissioner to attend. Anyone interested in going please contact Maryalice.

## **Break**

**Youth Service / Service Learning:** Dept. of Education and the Kellogg Foundation is supposed to decide who will receive the grants by the 16th. Nakomis High School is among 9 state finalists. Only 5 schools will ultimately receive the funds. The Dept. of Education has stepped up to the plate, this time, in a way never seen before.



**Grant Review:** The University of Maine Cooperative Extension Service is a new AmeriCorps Education Award Grant applicant. This grant will create 1200 part-time positions in 16 counties. Preliminary acceptance depends on resubmission of: (1) Action steps & (2) Clarification of recruitment pool (do they already have some of the students involved in activities or are these completely new students?) The interview revealed a lot of detail including that preparation is done, but not evident in the application. April 22nd there will be a clarified proposal in to the Commission office. Pending receipt of clarification, it is recommended the application be accepted. There are 3 Grant Renewals: Teach Maine, Maine's Promise, and SERVE/Maine Volunteers. All have issues that must be addressed before MCCS and CNS conduct final grant negotiations. **Motion** was made by Wanda Lincoln and **seconded** by Tom Broussard to empower the interviewers to make the decisions. **Motion** was voted on and passed. Brenda Zollitsch abstained from the vote, due to conflict of interest.

**Program Oversight:** The last meeting of the Program Oversight Committee was March 9, 1999. The grievance procedure was discussed. It was determined that the Commission does not need to be involved, due to the fact that AmeriCorps grantees must have their own grievance procedures. The Discipline Procedure for grantees "out of compliance" will be discussed at the next regular Task Force meeting. There was also discussion of the process for allocating the professional improvement line in the training budget.

**America's Promise:** Melissa is the person responsible for sending out packets explaining the "Network". The Internet is a great resource. However, we are finding that very few are utilizing it. Hard copy (paper) is still the preferable source. Maine has opted to use its' own language and **not** "Communities of Promise". America's Promise does relate to America's school environment. If kids don't have someone to mentor them, the result is that the probability is higher that youths will join gangs. "Schools of Promise" are similar to "Communities of Promise". The schools will get support from America's Promise. Melissa has already had a productive meeting with Ed Maroon at the Dept. of Education. Pathway Partners at Mt. Abram High School will be highlighted as a mentoring project. All 11 Promise Fellows are now on board. There will be another Promise Fellows training in May.

**National Service Programs:** Maine College Conservation Corps. is a State agency. LD 2085 is a statute designed by Sen. Kilkelly to make MCCC more AmeriCorps like. Ken Spalding distributed his report. Funding of LD 2085 would add two positions with a total dollar amount of \$84,000. The Bill has received unanimous support to pass. It will now go to the Appropriations Committee. **Motion** was made by Don McDougal and **seconded** by Kay Lebowitz signifying the Commission's support of LD 2085. Kay suggested that we also send a letter to Mike Michaud making known the Commission's support of this bill. The question was raised as to whether or not the Commission should support other organizations in their infrastructure. MCCC is a partner with the Commission and this is the most important way we can support MCCC. It is within the scope of the Commission. Mark Hewes suggested that the criteria be set beforehand. It was unanimous to "move the question". The **vote** was unanimous to pass. The letter will be written to Mike Michaud stating the Commission's support of LD 2085.

**Mission Responsibilities:** In 2000, the bulk of the grants will be closing out. At what point does the Commission let go? Presently, there is no policy on how many times a program can

re-compete. We do have precedent in discussion and past actions. At the time, the sentiment of the commission was to allow 3 years as a formula program, 3 additional years as a competitive (if the application was successful nationally), and then move programs to education awards.

We need to make programs aware of expectations related to length of opportunity as well as the expectations about their performance, if funded. Florida has a 3-year time limit, other states only do two rounds. At what point do we say, "You're on your own"? The decisions made by Commissions are supported by the Feds. Up to this point, we've not taken a formal position on how long programs continue. Do we use the State Formula dollars, then recommend moving on to National Competitive or Ed Award **only**?

The Commission established funding priorities for the last round of AmeriCorps grant competition. The question is whether to change or leave them. Do we weight priorities or leave them "open"? Anne volunteered to help work on the mechanism for the June Commission meeting. This needs to be incorporated into the RFP for this fall.

**Serve Net:** Sara did a brief update. Ten schools have signed up so far. It will be sustainable when the intern comes on board. Also Sara and Melissa have trained about 100 people during their Internet Training that was done as part of the Road Shows.

**12:45 Meeting Adjourned**

## **PROJECT TASC**

Janis Glenn  
TA Manager - Atlantic Cluster  
12 B2 Spa Creek Landing  
Annapolis, MD 21403  
410-268-4549  
410-268-1377 FAX  
sofia@annap.infi.net

### **MEMORANDUM**

**TO:** Everett Flannery, Chair, and Commissioners  
Maryalice Crofton, ED, and Staff

**FROM:** Janis Glenn

**SUBJECT:** Proposed Agenda for the May 19 ME Commission Meeting

The following is a proposed agenda for the Commission Meeting on May 19. This agenda reflects our mutual goal of continuing the work started at the Commission Retreat.

- **Welcome and Introductions**
  - Janis Glenn, TASC
  - Meredith Weenick, ASSC
  - Tynetta Darden, CNS, Program Officer
- **Commission Business Items**
- **Brief Summary from the ME Commission Retreat on March 17, 1999**
  - Janis Glenn, TASC
- **Exploring the Roles and Responsibilities of State Commissions:**

**Questions and Answers**

  - What are State Commissions and how are they different from non-profit, private boards?  
Meredith Weenick, ASSC
  - What are the responsibilities of a commission as mandated by CNS? How does the Unified State Plan fit? Tynetta Darden, CNS
  - What are the responsibilities of a commission as mandated by state statutes? Maryalice Crofton, MCCC
  - What roles does a State Commission play in initiatives such as a Corps Council, Staff Council, Statewide Training, WBRS, Evaluation? Staff
- **Break Out into Three Working Groups identified at the Commission Retreat. Review the Current Task Force Structure. Develop an Action Plan with calendar and assignments.**

Group #1. Commissioner Involvement  
Group #2. Bring MCCS to the Community  
Group #3. Work To Do

- Report Out to the Whole Group
- Resource Overview
  - Project TASC
  - ASSC
  - CNS
- Closure

**MAINE COMMISSION MEETING  
MAY 19, 1999  
Facilitated by Janis Glenn, Project TASC**

**PARTICIPANTS:**

Commissioners: Don, Everett (Chair), Ed, Mark, Joyce, Kathie, Dawn,  
Judy, Renee, Brenda, Suzanne, Alison, Sara, Timothy  
Staff: Maryalice, Faye, Anne

**GOAL:** To continue to develop the action plan begun at the retreat

**PROCESS:**

Questions generated at the Commission retreat were addressed and generated a deeper discussion of the issues concerning the Commission.

Frank Dirks, Meredith Weenick, ASSC, addressed the issue of what is a private board vs a public board. The Commission has the components of all: Government, Non-profit, Service Sector. Frank also responded to the question: What is the role of the commission if CNS no longer exists? Frank emphasized the need for building partnerships, strategic planning, implementing the Unified State Plan, and the most critical factor is building relationships. Frank also addressed the question of How America's Promise has helped? Frank responded that this initiative brought a diverse range of opportunities to pursue. The Public Policy of the Promise is consistent with Commission's mission. Frank shared information regarding how other states, such as TX, UT, and NC used the Promise. He highlighted Florida and its creation of a foundation to process proceeds of fundraising. Also, Florida has forged a relationship with Insurance Agents and volunteers with regard to damaged homes. Frank highlighted Michigan's story about using state money as a challenge grant for agencies to be a volunteer centers. Mississippi created a parallel foundation and has a check off box on tax forms for volunteerism. Maryland has a foundation that supports infrastructure development of volunteers. Massachusetts has been a leader in advancing public policy.

Maryalice, : Addressed the Commission with regard to clarifying the state's statues and enabling legislation and their impact on the Commission's activities. Maryalice highlighted the Annual Report with Service as a Strategy, being the major theme. She emphasized that Commission meetings must be open to the public.



Anne, Commission Staff, discussed how all the initiatives fit together. MCCC decided not to fundraise for programs. Corps Council focuses on building an ethic of service. The Program Liaison committee supports programs. Maine has launched the Maine Service Exchange which brings together consultants to volunteer their time to service organizations throughout the state. We are strongly encouraging program directors to get involved with the MSE. WBR5, the web-based reporting system, has been piloted by Maine and successfully implemented. The Governor's Service Institutes have increased the visibility of the MCCC.

Mark Hews addressed the critical issue of sustainability. He stated that with or without the State Commission and CNS the programs must go on. He defined sustainability in the broadest sense as "more than just money." Mark emphasized the importance of building partnerships. He expressed concern that we "were not pulling in the same direction."

Janis Glenn, Project TASC, asked Commissioners to gather in small groups to continue to develop an action plan begun at the Commission retreat. The following are the next steps identified:

#### NEXT STEPS:

1. Create a one page PR piece. With assistance from Project TASC, create a draft for the next meeting. Judy, Timothy, and Don are member of the PR committee. PR Committee should highlight commission and programs.
2. Decide if Commission needs marketers and recruit marketing professionals to be Commissioners.
3. Streamline Committees
4. Education of Commissioners should be the responsibility of the Nominating Committee.
5. Look at samples of Commission structures from other states.
6. Create an organizational structure on how to communicate: who does it, when to do it, etc.
7. Revisit task force system. Task forces meet regularly four times a year. The schedule should be set at the beginning of the year. Task Force Reports should be on every meeting agenda.
8. Marketing should be on every commission meeting agenda: Judy and Faye will facilitate the discussion.

# Sign-in Sheet 5-19-99

Everett Flannery  
Kathie Ferguson  
Mark E. Hews  
Don McDaniel  
Timothy Brown  
Javis Glenn  
Taye Lippi  
Tynetta Darden  
Ed Maroon  
Suzanne Parusky  
Trenda Ziltsch  
Geri Stebbins  
Lawn G. Hardin  
Mangalbee Proff  
Melissa Boyd  
Allison Freeman  
Meredith Wernick  
Anne Schink  
Sara Braaf

MCCS  
CNS  
Threshold To Maine RCD  
MCCS  
MCCS  
TASC  
MCCS  
CNS  
DOE  
MCCS  
MCCS  
MCCS  
MCCS - MVE  
staff  
STAFF  
STAFF  
STAFF



# MAINE COMMISSION FOR COMMUNITY SERVICE

**Regular Meeting - Wednesday June 16, 1999 Agenda**  
**State Planning Office, 184 State Street, Augusta ME 04330**



*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

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9:50	-- Program Oversight: Professional Development Policy	TBD/Chandler
10:00	-- Youth Service and Service-Learning	Maroon
10:10	-- Capacity Building/ME Service Exchange (confirm MSE Directors)	McDougal/Petrie
10:25	-- Nominating (officer vacancy: secretary; fall anticipated vacancies)	Scott
10:35	-- Maine Promise Network	Broussard
	3. Partnership Possibilities: National Guard; Dirigo Prevention Coalition	Stebbins/Schink
10:45	<b>Break</b>	
11:00	1. Staff Reports -- Questions/Answers to written staff reports distributed in HQ -- Moving notice (yes, again!)	Crofton
11:05	2. Observations from Nevada meeting of state commissions and CNS announcement of accreditation standards	Flannery/Stebbins
11:20	<b>Focus on Mission Responsibilities</b> 1. Looking ahead to 2000 grants: setting priorities and partners criteria	Schink/Crofton
12:00	<b>National Service Programs: Oversight and Coordination</b> 1. CNS Decisions on 1999-2000 AmeriCorps Grants	Crofton
12:15	2. Senior Corps Update	Ferguson
12:25	<b>Planning/Future Initiatives</b> Marketing Inventory	Crofton
12:30	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: <input checked="" type="checkbox"/> Adjourn	Flannery

**Please notify the office if you will not be attending - 287-5313**

**Maine Commission for Community Service**  
**June 16, 1999**  
**Meeting Minutes**

<b>Draft Date</b>	<b>Drafted by</b>	<b>Acceptance Date</b>	<b>Revisions Made?</b>
July 6, 1999	Renee Mitchell		

**Members Present:**

Don McDougal	Everett Flannery, Jr.	Ed Maroon
Brenda Zollitsch	Joyce McPhetres	Paul Offill
Tom Broussard	Catharine Lebowitz	

**Members Absent:**

Rebecca Lewis	Kathryn Tremper	Jean Mattimore
H. Timothy Brown	Kathie Ferguson	Andrea Corbett
Vin DiCara	Dawn Girardin	Edith Scott
Susanne Sandusky	Judi Stebbins	Michael Crowley
Perry Gates	Wanda Lincoln	

**Guests and Staff:**

Maryalice Crofton	Allison Freeman	Renee Mitchell
Heather Chandler	Anne Schink	Rosalynne Petrie
Ken Spaulding	Steve Niles	Kate Webb
Jeff Aronson		

**Welcome, Announcements, Agenda Adjustments**

Meeting was held at the State Planning Office, 184 State St., Augusta, Maine. Major Everett Flannery called the meeting to order at 9:50 A.M. The recorder was Renee Mitchell.

Rosalynne Petrie was introduced as the new project director for the Maine Service Exchange. She is replacing Faye Luppi. Ms. Petrie is Special Assistant to the Commissioner of Human Services. She is on loan from DHS to the Commission For Community Service for 16 hours per week. The majority of the work that Ms. Petrie is doing for the Commission will be conducted from her Portland office. Ms. Petrie is also the supervisor for the AmerCorps Promise Fellows program.

**Business Reports and Actions**

**Minutes from May:** As of this date, the minutes have not been received from the May meeting. Janis Glenn from Project TASC was the facilitator. They should be received and included in the July mailing of Headquarter Happenings.

**PDAT Professional Development Funds:** Heather Chandler presented the policy for Professional Development as it relates to PDAT funding. Request for Professional Development will be submitted to the Commission from the Site Supervisors. Proposals will be submitted once a year. The Commission will review the proposals. Every attempt will be made to distribute the dollars as evenly as possible. Upon completion of training, the staff would share their learned knowledge with their peers. Senior Corps, AmeriCorps, and Learn & Serve currently have \$1500

available for use. Don McDougal made the **Motion** to accept the recommendation from the Program Oversight Committee, regarding distribution of the PDAT professional development funds. **Motion** was seconded by Brenda Zollitsch. Motion was **unanimous** to pass.

**Giraffe Awards:** Maine's AmeriCorps ACT Members will be receiving the Giraffe Award. This is a very select and public event. This award is presented to organizations who "stick their necks out" for children.

**Reauthorization request to Collins:** Mal Coles has notified the Commission that there is a crucial window in which support is needed from Susan Collins with regard to Reauthorization. Maryalice has asked the Governor to write a letter to Sen. Collins in support of the Commission.

**Youth Service / Service Learning:** The last meeting was canceled. Therefore, there is nothing to report.

**Capacity Building:** Maine Service Exchange: MSE is asking for approval of Directors. It was brought up that Eastern Maine is not widely represented. However, MSE has received an invitation to go to Grand Falls to do a presentation on the Maine Service Exchange. **Motion** was made by Kay to appoint the following as directors of the MSE Institutes for a two year term:

Fran Rudoff/Mary Concannon (joint): Service Learning Institute

Joanne Joy: Participant Development

Nonprofit Management: David Sanderson

Research & Evaluation: Meredith Fossel

**Seconded** by Paul to accept the Directors. Vote was **unanimous** to pass.

**Program Oversight:** The next meeting is scheduled for June 30th.

**America's Promise:** The next Promise Network meeting is June 29th. Fall is being considered for a statewide meeting at which to invite Colin Powell. However, he cannot be counted on to attend. Roz said that DHS Promise Fellows have initiated assistance from the National Guard. Perhaps Colin Powell would be more inclined to come to Maine in light of the National Guard's involvement.

**Partnerships:** Judi Stebbins and Maryalice met with Adj. Gen. Earl Adams to explore common ground and possible joint efforts. Many other states have partnered with the Guard. Like State Commissions, much of their funding (98%) comes from the Federal Government with only a small portion from the state. The National Guard does community service projects that fall within their training agenda for members of the NG. However, the Guard can only respond to 15% of requests. Therefore, national service participants -- AmeriCorps and Senior Corps, in particular -- could lend a hand. The Guard could provide the engineers, equipment, project supervisors, and project plan while National Service provides the hands to do the work. Anne and Roz have already had conversations with one training expert in the Guard who is interested in the Service Exchange.

Following the meeting with General Adams, he asked two other officers to meet with Maryalice. Major Emery is in charge of community projects; Lt. Col Leach, National Guard training. In addition, General Adams has recommended that his Chief of Staff, Marc Gilbert, be appointed to the Commission. The paperwork has been forwarded to Gilbert.

**Commission Membership:** Higher Education is producing no nominees. In the Youth category, we have three students to select from. In regards to the Federal Agency slot, The Chief of Staff for the National Guard will be submitting an application. The Labor slot still needs to be filled. There is also a Commission Officer (secretary) vacancy.

### **Break**

**State Commission Standards:** Everett distributed the list of 16 standards that each State Commission will need to adhere to when the Corporation For National Service audits the Commission. These standards must be met within two years. The Review team that will conduct the audit will be comprised of part Federal Staff and part Consultants. However, the Commission Mission goes beyond what the Federal government requires of us. The Review Team has a month to complete the review and will remain on site for five days. We will know what info will be required prior to the audit. There are three levels of compliance. The Commissions have a certain amount of time to bring themselves into compliance. The term for accreditation is three years. The Commission will be able to do a "self assessment" as a result of the Federal reporting process. We will be able to use the results as an internal structural guideline.

**Governor's Committee on Mentoring Youth:** In August there will be a planning session with the Governor. Maine is in the forefront in terms of commitment. In addition to Mentoring, at issue is access to higher Education.

**Mission Responsibilities:** Solution Mapping: The Commission needs to look at how things have been done in the past and where to go in the future. Have current procedures worked or do we need to change them?

**At this point in the meeting Anne Schink took over. She continued her exercise that was carried over from the April meeting. However, at 12:35 Everett noticed that several members had left. At this point, Everett suggested that Anne make a draft and present it at the next Commission meeting.**

The notes from this exercise are attached.

**Meeting adjourned at 12:35**



During the Commission Meeting on June 16, 1999, the Commissioners had a general discussion about guidelines for making grants for the purposes of re-adopting the "Supplemental Guidelines for Grant Programs". Starting in 2000, the Commission will begin a new three year cycle of grants. In an effort to engage in a larger discussion of what programs the Commission wants its formula funds to be used for in the coming three years, they considered several things.

The first was to provide some background. CNS and the federal guidelines set the framework for the MCCS guidelines. MCCS developed and approved supplemental guidelines in 1996. Grant funds must address critical, unmet needs in Maine. Applications are considered in four areas: human services, education, environment, public safety. In April the Commission tabled consideration of the guidelines to have a fuller discussion at the June meeting. A new three year grant cycle starts in the fall of 1999. So it is important to review the guidelines in anticipation of that process.

Project Objectives: a) to review 1996 guidelines, b) to revise and update guidelines, and 3) to adopt new guidelines for 2000-2003.

Key Question: Do the guidelines reflect Maine's priorities for the next 3 years?

The second piece of the presentation was to envision what a special issue of Consumer Reports would look like if it highlighted AmeriCorps funded programs from the past three years. The notes that follow represent that vision.

Imagine! The Cover Story of Consumer Reports: Photo of Students and Adults working together doing something productive at a service activity.

Headlines:

- Carry the Torch of Service and Volunteerism
- Involving Youth with Communities
- Leveraging Volunteers
- Numbers of People Saying Yes to Mentoring
- Focus on Program Success
- Youth on Board

Quotable Quotes:

- Knitting Together Youth and Elderly
- \$\$ Value of Service
- Break Down Walls
- "I went to College"

Picture: AmeriCorps Breaks Down Walls [Children/ Youth/ Adults breaking down the walls between school and community]

What Makes a Quality Program?

- Results
- Sustainability
- Organization
- Share the Message
- Parallel Volunteer Structure
- Defining Goal or Mission



- Enthusiasm
- Commitment
- Activities Oriented
- Community Integration

#### Critical Needs Addressed

- Mentoring
- Access to Natural Areas
- Rural Health
- Water Quality
- Elderly

- Positive Feedback from Community
- Role Model
- Positive Member Experience
- Jobs Resulting from Service

- Safe Schools
- Environmental Education
- Child Care
- Natural Resource Protection
- Organizing Youth do to Service
- Literacy

What programs would qualify as "Best Buy"?

- Mentoring
- ServeME/Volunteer Leaders
- Rural Health
- Environmental
- Safe Schools

During the discussion Maryalice Crofton pointed out that the Commission had adopted additional guidelines during the past round of grant making. Copies of the relevant sections were distributed to the group. They will be added to the discussion so that all the Grant Guidelines will be considered together. Time was running very short, so the group agreed to refer the drafts to the Program Oversight Committee for further review. A special meeting of the Program Oversight Committee will be convened to consider the revised draft.

Everett Flannery, Ed Maroon, and Brenda Zollitsch expressed interest in working with the Program Oversight Committee in revising and integrating the draft guidelines.

[Other notes from the discussion]

Categories for consideration of proposals include:

- Organizational Capacity
- Fiscal Capacity
- Program Design
- Community Collaboration
- Community Service
- Number of Years of Funding

State Government Priorities

- Access to Higher Ed
- Economic Development
- 0-5 Child Development
- Health
- Teen Smoking
- Natural Resource Protection
- Emerging Issues with Elders

Program Outcomes

- Double Benefit
- Measurable Results
- Identify a Critical Missing Link
- Identify Needs to Meet Employment Skills

- Serendipitous Benefits
- Community Related Specific Benefits
- Evidence of Sustainability



# MAINE COMMISSION FOR COMMUNITY SERVICE

**Regular Meeting - Wednesday July 21, 1999 Agenda**  
**MBNA New England, Rockland Office (see directions enclosed)**



*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

<b>Welcome, Announcements, Agenda Adjustments</b>		
9:30	<input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions of any Guests <input checked="" type="checkbox"/> Announcements (New Grant Awards) and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Flannery
<b>Business Reports and Actions</b>		
10:10	1. Minutes from May & June Commission Meetings	Flannery
10:05	<b>Focus on Mission Responsibilities</b> Break for Senior Corps representative: Midcoast RSVP Program Impact	K Cassidy
<b>Business Reports and Actions (continued)</b>		
9:45 10:25	1. August Meeting: Hold it or cancel?	Flannery
10:30	2. Task Forces	DiCara
9:50	-- Program Oversight: AmeriCorps Grant Application Guidelines and Funding Priorities and Commission Policy on Recompitations	
10:00	-- Youth Service and Service-Learning	Maroon
10:10	-- Capacity Building/ME Service Exchange	McDougal/Petrie
10:25	-- Nominating (officer vacancy: secretary; recommendations to Gov.)	Scott
10:35	-- Maine Promise Network	Broussard/Petrie
11:30	3. Official Representative/Voice on Assoc. of State Commissions	Flannery
11:40	4. MCCS delegation for annual meeting with SPO Director Richert	
10:45 10:25	<b>Break</b>	
11:45	<b>Focus on Mission Responsibilities</b> Break for AmeriCorps*VISTA representative: VISTA impact in MidCoast Maine	Michaud
11:00 12:05	1. Staff Reports -- Questions/Answers to written staff reports distributed in HQ	Schink
11:05 12:10	2. Reauthorization progress!	
12:15	3. New TASC consultant assigned to work with MCCS on post-retreat issues	
<b>Focus on Mission Responsibilities</b>		
11:20 12:15	1. AmeriCorps*Born to Read: Midcoast Maine Impact	Aronson
<b>Planning/Future Initiatives</b>		
12:25 12:40	Marketing Inventory	Chandler
<b>Wrap-up and Adjournment</b>		
12:30 12:45	<input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Adjourn	Flannery

**Please notify the office if you will not be attending - 287-5313**

**Maine Commission for Community Service  
July 21, 1999  
Meeting Minutes**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
August 2, 1999	Renee Mitchell	September 3, 1999	yes

**Members Present:**

Don McDougal	Everett Flannery, Jr.	Ed Maroon	Vin DiCara
Brenda Zollitsch	Joyce McPhetres	Paul Offill	Kathie Ferguson
Catharine Lebowitz	Judi Stebbins	Wanda Lincoln	

**Members Absent:**

Rebecca Lewis	Kathryn Tremper	Jean Mattimore	Dixie Dumond
H. Timothy Brown	Andrea Corbett	Tom Broussard	Mark Hewes
Dawn Girardin	Edith Scott	Susanne Sandusky	Michael Crowley
Perry Gates			

**Guests and Staff:**

Allison Freeman	Renee Mitchell	Susan Dempster	
Heather Chandler	Anne Schink	Rosalynne Petrie	Martha Putnam
Ken Spaulding	Jeff Aronson	Ken Spaulding	Bill Michaud

**Welcome, Announcements, Agenda Adjustments**

Meeting was held at the MBNA Building, Old County Road, Rockland, Maine. Major Everett Flannery called the meeting to order at 9:40 A.M. The recorder was Renee Mitchell.

Everett reviewed the minutes from the Program Oversight Committee meeting, held on June 30th, 1999

**Public Comment Period**

Ken Spaulding voiced concern regarding the proposed revisions in state application guidelines for AmeriCorps grants. States should be pre-empted. The Corporation For National Service has no rules to tell states about applications. The Corporation's plan is based around sustainability. New programs get preference over existing programs. If existing programs are cut, the state will get less money. The full amount of \$12 million dollars was not utilized last year. Should this leftover amount be used for existing programs? Perhaps the Commission should look at the pros and cons. The Corporation requires a 15% match from the state for living allowances. Maine should reduce the required match, if the purpose is to encourage AmeriCorps programs.

The Governor's Initiative Grant and the Cooperative Extension Grant have both been accepted. The CES grant will produce 600 new Education Awards this fall and 600 new awards next fall. This will substantially increase the amount of AmeriCorps members in the state.

**June Minutes:** It was incorrectly noted that \$1500 was still available in PDAT funding. The correct amount is \$1300. **Motion** was made by Don McDougal to accept the minutes with the change. Motion was **seconded** by Wanda Lincoln. Vote was unanimous to pass.

**Born To Read:** Jeff made a presentation on the impact of the program in his service area. There are 12 full-time and one part-time member who work in the program. The members are working with Daycare and Childcare centers to foster reading in preschool children. Susan Dempster, the full-time member, was present at the meeting. She had previously run a daycare facility. Susan will soon be at the end of her term of service. The response from the daycare providers has been very enthusiastic. The providers are very anxious to get a replacement member once Susan is through. The members in Jeff's program are working to educate child care providers in some early childhood education. Jeff would like "Born To Read" to go to families who aren't predisposed to read to their kids. This would be an attempt to change parents' behavior. Jeff brought in examples of the books his members read to children. Jeff has noticed that members who are local have more of an impact than "outsiders". Borders Bookstore has donated \$40 worth of books to Born To Read. Monticello had a Pick A Book Picnic" and 60 children attended. The members also do reading at the homeless shelter. Kathie Ferguson mentioned that VISTA is literacy focused. However, we need to have more varied opportunities.

**Conferences:** There are several national conferences coming up in the fall. A Supervisor's Training has been set due to the high attrition rate in the state of Maine. A training for Commissioners will be held also.

**Program Oversight:** Vin DiCara reviewed the task force report and what the role of the Commission will or should be concerning program sustainability. Major changes he addressed were:

- Formula for state participation is now 60/50/40.
- Proposal is to recommend for years 3,4 & 5 at 40/30/20

We should be working to help grantees become self-sufficient by incorporating new formula. Larger states have more philanthropic funds. Ed's opinion is that sustainability will not happen. He does not support "nickel and diming". The feeling is the Commission should look at the quality of the program and fund it. Quality proposals are the key. We need to define sustainability and we need to define it by September. This is when the Federal Guidelines come out. The only Agenda for August's meeting will be the Grants.

**At this point in the meeting Everett needed to depart. Don McDougal chaired the remainder of the meeting.**

**Youth Service:** The goal of the Kellogg grant is to integrate Service Learning with results. What is the Commission's responsibility to Service Learning? There are a lot of new sites.

**Maine Service Exchange:** The Directors have been selected and an orientation was held. Anne proved the Technical Assistance. One of the Directors has already backed out. The Operating Guidelines need to be amended. The Promise Fellows program at DHS encountered difficulty in effecting contract regarding release of stipends. The goal was to launch the Exchange in September. However, there is still a struggle with the contracts. Martha Putnam has returned as an MCCA/SPO

employee to promote the Service Exchange as well as the two other MCCC web-based tools. She will be here for 6 months since that is as long as the position could be authorized.

**Maine Promise Network:** Melissa's work is going forward. Colin Powell will be the keynote speaker in October at the Waterville Boys/Girls club. Roz is also trying to connect with Oprah Winfrey. Oprah is connected with scholarships at the Boys/Girls Club. Roz is looking at developing a committee who will look at resourcing America's Promise. This will be a long term benefit for the Commission and the State of Maine.

**Officers:** Kay was accepted by unanimous vote to be the new Secretary for the Commission.

**SPO Director:** There will be a meeting scheduled to talk with Evan Richert. Commission members will include Vin, Judi and Kathie. It is essential to impress upon Evan what the Commission does.

**VISTA Program Presentation** Bill Michaud got a VISTA pretty easily. Her name is Rachel. She alters who might be a Big Brother or Big Sister. They have set up collaborations with the Rockland Dept. Of Corrections. Bill's history with VISTA goes back 20 years. His wife worked with food co-ops in Connecticut many years ago. He thinks the Commission should allow a "menu" for sustainability.

**Reauthorization** is happening. Senator Collins is being sent a letter outlining the benefits of our programs. Ken mentioned the Terms of Service for Education Awards. Should these individual issues be brought to Sen. Collins?

**Celebration Of Service:** This will take place on July 23rd at Wolfe's Neck Farm in Freeport. We have only received one RSVP from the Commissioners. We have received funding from both MBNA and L.L. Bean's to help defer costs.

**RSVP Presentation:** Deb, who is the interim director, provided general information about the program. She read material from brochures she had brought to present to the Commissioners. She also stated that ruralness in Maine causes obstacles for the program.

**Marketing:** Heather distributed the list of specific target groups. Three copies were distributed for Commissioners to peruse.

In closing, Ken Spaulding invited the Commissioners to visit his teams.

**Meeting was adjourned at 12: 45>**

Sign In - 7-21-99

R. W. Petric

Agnes Schunk

Mike H. McPherson

Lin Di Cam

Catherine K. Lebowitz

Donald M. Dwyer

Kashie Ferguson

Ed. Maroon

Everett B. Flannery

Heather Chandler — Staff

Jodi Stebbins

Brenda Zollitsch

Monda L. Leucel

Ken Spalding, Maine Conservation Corps

Suzanne Dwyer - Barnstable AmeriCorps

Jeffrey Hansen - Barn TO Beach - Ameri Corps

Alison Freeman - VISTA

Marta Palnam - Staff

Panel Office -

BILL MICHAUD





## MAINE COMMISSION FOR COMMUNITY SERVICE



### **Rescheduled August Meeting - Friday, Sept. 3, 1999 Agenda State Planning Office, 184 State St., Augusta**

*We want vibrant, productive communities with involved, responsible citizens.*

*The mission of MCCS is to foster community service and volunteerism  
to meet human and environmental needs in Maine.*

9:30	<b>Welcome, Announcements, Agenda Adjustments</b> <input checked="" type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Introductions of any Guests <input checked="" type="checkbox"/> Announcements and Meetings <input checked="" type="checkbox"/> Additions or Deletions to Agenda	Flannery
9:40	<b>Business Reports and Actions</b> 1. Minutes from July Commission Meeting	Flannery
9:45	<b>Business Reports and Actions (continued)</b> 1 Nominating Committee recommendations to Governor	Nom. Committee rep
9:55	2. Continued from July Meeting: -- Program Oversight: AmeriCorps Grant Application Guidelines and Commission Policy on Recompitations	DiCara
11:00	<b>Wrap-up and Adjournment</b> <input checked="" type="checkbox"/> Agenda Items for Next Meeting: <input checked="" type="checkbox"/> Meetings to Schedule before Members leave:  <input checked="" type="checkbox"/> Adjourn	Flannery

***Please make an effort to be present. A quorum is needed in order to vote on several issues. The agenda is abbreviated to expedite your Labor Day weekend escape!***

**Please notify the office if you will not be attending - 287-5313**

**Maine Commission for Community Service**  
**Minutes of Regular August Meeting -- Postponed to September 3, 1999**

Draft Date	Drafted by	Acceptance Date	Revisions Made?
October 12, 1999	MCCS staff from notes by Renee Mitchell		

Present (incomplete list - signin sheet lost): Commissioners Don McDougal, Ed Maroon, Wanda Lincoln, Dawn Girardin, Susanne Sandusky, Kay Lebowitz, Vin DiCara, Paul Offill, Judi Stebbins, Everett Flannery (arrived late), Staff and Guests, Roz Petrie, Jeff Aronson, Ken Spalding, Steve Niles, Heather Chandler, Maryalice Crofton, Renee Mitchell.

The meeting was called to order at 9:40 a.m. in the Conference Room of the State Planning Office by Vice-chair Don McDougal.

I. Agenda – No changes were made

II Business Reports and Actions

**Comments from Guests.** Ken Spalding asked to address the commission again on the issue of the proposed policies for grant applications. He began with a critique and rebuttal to written information provided by Commission staff as part of background for this meeting. The point in the policies he supports is that after increasing match during the first 3-year grant cycle, successful proposals in subsequent cycles should be held to a higher match rather than being allowed to return to the more generous first cycle steps. Ken stated that two of the three formula grants funded from the last grant competition (1997) were developed by Maine Conservation Corps as an organization or members of its staff. He reiterated his July comment that there have been a dearth of applicants. He distributed an alternate proposal to the grant policies before the Commission. Ken reviewed the major points of his proposal, saying it was for the good of the state. He urged the Commission not to adopt policies specific to Maine but to stick solely with the federal guidelines. He noted that it is important to have veteran programs among the grantees because they can assist with training for new programs.

Steve Niles read a letter from Senator Phil Harriman urging the commission to apply for as much funding as allowed the state.

**July Minutes.** Corrections and clarifications were noted on the minutes as mailed. Ken Spalding requested a correction on the stated amount of AmeriCorps funds available in the last round of funding. The amount was \$12 million not \$2 million. Roz Petrie asked that the informal expression of challenges with the AmeriCorps Promise Fellows grant be changed to read "encountered difficulty in effecting contract regarding release of stipends".

**Motion** to approve the minutes with corrections made by **Stebbins**. Second by McDougal.  
**Passed** unanimously.

**Nominations.** Vin DiCara reported that the committee met by conference call on Wednesday. He distributed some copies of the membership matrix so those present could follow the changes. Commissioners requesting reappointment are Susanne Sandusky, Judi Stebbins, Dawn Girardin. New recommendations for the Commission are Deb Metzler-Neuman (business seat, replaces Joyce McPhetres), Kristen Thomas (college student seat, replaces Rebecca Lewis), Lauren Pattenaude (high school student, replacing Timothy Brown), and Major Mark Emery (govt. seat, replacing Mark Hews).

There is another nominee to fill Perry Gates' seat (education) and keep the MBNA tie we had through Joyce; however, the person's nomination form has not been received. Wanda Lincoln is not renewing in her current slot because the seat is for Senior Corps and Wanda no longer heads up such a program. She is interested in rejoining the commission if another appropriate seat opens up.

Nominees are still being sought for the Labor Representation seat and private higher education institution seat. Judi remarked that the Ohio commission chair had offered to help "re-interest" labor in the commission. Perhaps his offer should be acted upon.

**Motion** to accept the recommendations for nominees and forward them to the Governor was made by **McDougal**. Second by Lincoln. **Passed** unanimously.

Everett thanked the nominating committee for all their work.

**Funding Priorities.** Although several people remembered adopting the proposed revisions to funding priorities in July, there was no record of such an action in the minutes. Therefore, action needs to be taken. Maryalice pointed out that if the state does not establish funding priorities, the federal ones will have to prevail even if they are not in line with needs in Maine. A clear state responsibility is to identify the state needs to be met through grant funding. The commission did just that in 1996 and the question is whether to accept the proposed edits.

Vin noted that an addition had been made at the July meeting to the environmental priorities. Other Commissioners agreed that had happened and "conservation of natural areas" will be inserted.

**Motion** to accept the edits to the funding priorities made by **Stebbins**. Second by McDougal. **Passed** unanimously.

**Revisions to Maine Grant Guidelines.** Everyone present was referred to the information distributed through the mail and the revisions proposed in July. Discussion started with the suggestion that the issue of policy on recompeting programs be separated from the rest of the revisions since the recompeting issue is the focus of most differences.

**Motion** by Stebbins to separate into two sections the proposed revisions and consider the recompeting proposal independently from the rest. Second by McDougal.

Ed Maroon asked for clarification on what exactly that meant. Response was that the majority of edits would be considered as a block and cover the first page through item 6. Objections were raised to the phrase in item 6 which says "upon expiration of the grant". The language refers to financial sustainability. Ed stated that the current language is unacceptable given the various discussions about when programs should be sustainable and what sustainability is.

**Motion amended** by Stebbins to strike the phrase "upon expiration of the grant" in item 6 and replace it with the word "ultimately"; replace the word "obtain" in #6 with "develop". Second by DiCara. After further discussion, Stebbins **moved the question**. Offill seconded. **Motion to move the question passed.** 7 in favor; 2 opposed; 0 abstentions.

**Vote on the amendment to the original motion passed.** 7 in favor; 2 opposed; 0 abstentions.

**Vote on the original motion passed.** 7 in favor; 2 opposed; 0 abstentions.

Consideration then turned to the guidelines on recompeting programs. The proposal distributed in July has been augmented by another option which was mailed to Commissioners in chart form. Vin DiCara asked Maryalice to address the issue raised of few applicants for these grants since it relates to the issue of reapplying. She noted that 1997 was the first time the Commission ran the competition and it was on the heels of the 1996 winter of government shut downs and bad press around AmeriCorps ending. Since then, the commission has developed successful proposals for each statewide initiative opportunity -- 2 Governor's Initiatives and one America Reads. In each case, the state could only submit one application so the Commission staff took the approach of holding scoping meetings and facilitating

development of partnerships. This year, the staff are doing information meetings before the grant guidance is issued and these will be held in five locations around the state. Then, once the request for proposals is officially out, there will be a bidders conference to give people technical assistance on how to develop a strong proposal. The lessons of the past few years about how much guidance the staff should give beforehand are being used. In addition, the funding news has not been dire as it was in 1997 when people figured that applying was a futile exercise.

In response to a question about preferences for recompeting programs, Maryalice stated that no program may receive "extra points" for being in existence already. None of the programs may be guaranteed funding and CNS looks hard at this issue by having states demonstrate that programs were given treatment equal to new applicants in a recompetition. They have to go through a "real" review and not a pro forma one.

**Motion** to adopt the alternative recommendation and formulas made by Stebbins. Second by DiCara after assurance that formulas in the July narrative would be edited to reflect the chart.

The question of how much local match is required was raised. Answer is that guidance requires a minimum of 15% cash match on the budget section dealing with full-time living allowances and benefits. In other sections of the budget, in-kind can be included.

Ed Maroon voiced concern about the nine year limit. If programs demonstrate their improvement and progress, they should be eligible for consideration.

Steve Niles was recognized and stated that he had discussed the issue of limits with Kathie Ferguson at the regional CNS office. She reportedly stated that there should be strong guidelines on programs but not a limit on the number of years a program can be renewed.

Jeff Aronson was recognized. He commented that members provide an expertise in literacy and training that many communities don't have. They bring expertise to communities where colleges and others don't reach.

Judi Stebbins made note that the commission was meeting in order to develop guidelines. Wanda Lincoln added that the mix of Commission members who attend is constantly changing. The purpose of guidelines is to help new people and those not present for discussions. Judi added that the entire point of recompetition is to reconsider community needs, not continually fund programs. She expressed concern that the policies were being "word-smithed" too much.

**Amendment to motion** made by McDougal to strike all changes after the first grant period and simply keep the funding levels at 40% CNS and 60% local match for any and all subsequent applications with no limit. Second by Maroon. **Amendment defeated.** 2 in favor; 8 opposed; 0 abstentions.

**Original motion passed.** 8 in favor; 2 opposed; 0 abstentions.

### III. Wrap and Adjourn

Everett thanked everyone for their participation. The regular September meeting will be in Portland at the Kennebec Girl Scout Headquarters. Information will be mailed shortly.

Meeting adjourned at 11:10 a.m.

# Maine Commission for Community Service

September 15, 1999

Kennebec Girl Scout Council, South Portland

## MINUTES

Meeting called to order at 9:40 by **Everett Flannery**

Attendance sheet circulated; it was noted that not enough Commissioners present for a quorum.

**Present:** From the Commission -- Everett Flannery, Jean Mattimore, Tom Broussard, Ed Maroon, Vin DiCara, Edie Scott, Catharine Lebowitz, Wanda Lincoln, Dawn Girardin. MCCS Guests and Staff -- Melissa Boyd, Roz Petrie, Priscilla Greene (RSVP), Heather Chandler, Kathy Schulz (Project Go@ls), Martha Putnam, Anne Schink, and Maryalice Crofton.

**Kathy Schulz** gave brief presentation related to "Project Goals"

- plan to have 78 members by end of year
- hubsites to include Caribou (adult ed.), Northern Penobscot Technical High School Region 3 (Lincoln), Bangor Public Library, Merrymeeting Adult Ed. (Topsham and Brunswick Naval Station), Lewiston High School (regional technical center and adult ed.), and Portland Public Library
- project director is working out of JMG central office in Farmingdale
- have already raised 82% of 3-year match goal
- looking for full-time AmeriCorps members

**Maryalice** described press packet related to September 8 release (Project Goals and University of Maine Cooperative Extension AmeriCorps Ed. Award)

**Renee** will be out for at least 8 weeks after being hit by a car while going between buildings at State Planning Office. **Everett** suggested that flowers be sent to her from Commission.

**Maryalice** reported that due to the strong response to call for proposals under Governors' Initiatives, CNS will issue another proposal call for Governors'/Statewide Initiatives as part of the 199-2000 cycle. There also will be another round of ed. Award competition in the same time frame.

**Priscilla Greene, Coordinator for RSVP of Southern Maine**, gave presentation which included overview of National Senior Service Corps programs and update on Southern Maine Area Agency RSVP. Her information was very helpful.

**Roz Petrie** presented update on Colin Powell visit (**draft Agenda passed out**):

- October 18, Boys and Girls Club, Waterville
- by invitation only with invitations going to affiliates of Communities for Children, the Maine Promise Network Commitment makers, AmeriCorps and other National Service Programs, the Governor's staff, and the planning committee
- Powell will be here approximately 2 hours
- community service events after Powell presentation include activities at Camp Tracy, Waterville Parks & Rec., and Winslow Parks & Rec.
- **Roz** stressed how important **Melissa Boyd's** energetic marketing was in getting this event to its present status by connecting with Washington DC contacts on a continual basis

**Melissa Boyd** related that because Maine has a "one of a kind website Promise Book" Washington DC contacts were moved to facilitate Powell's visit; they also were impressed that Maine Communities for Children/Promise Book are the same model as at the national level; **Melissa** commented positively on her working relationship with

**Heather Allen**, Communities for Children; **Melissa** also stressed that Maine has the potential to be the state with the most communities of Promise

**Roz** updated related to Promises:

- Maine has been chosen as the test site and pacesetter for a program called "Small Group Leaders" under America's Promise; Ron Kinnemon is the national leader and will be here in November to train facilitators
- new commitments from: WGME 13, Presque Isle Rotary, Me. Organic Farmers Association, Optimist Club, Creative Resources Center
- 282 Promises as of today
- **Maryalice** said Susan Savell has notified the Maine Promise network to expect 7-10 new community partners for Communities for Children to be revealed at Powell event

**Tom Broussard** presented brief recap from President's Summit to present . . . stating that bringing Colin Powell here brings 2 ½ years of activity to a focal event

**Tom and Everett** offered thanks to all Promise Fellows for the 2 ½ years of hard work; special recognition by **Tom and those present** to **Roz** for all the work she has put in, particularly related to bring Colin Powell here

**Maryalice** gave an observation of how all the partners came together in the past few years and stated "the Commission's vision works!"

A question was raised related to tickets for the Powell event. **Maryalice** outlined distribution of tickets as follows:

- 1,200 Communities for Children
- 300 National Service
- 200 Commitment Makers
- 30 Governor's Cabinet and Staff
- 200 Waterville Boys and Girls Club
- 70 Commission/Speakers/Security

**Maryalice** stated that Commissioners will receive invitations from her office

## **STAFF REPORTS**

**Anne** reported on:

- plans for Tri-State training in Bethel, September 27-29
- reflected on how much collaboration needs to take place to put together and event such as Powell's visit on October 18
- invited Commissioners to attend October 19 AmeriCorps Orientation; **Heather** added that the Orientation begins on the evening of October 18 and continues into October 19 and further invited Commissioners to participate in all state Orientations

**Martha** reported on:

- Marketing Maine's Promise
- SERVENet
- Maine Service Exchange, **Roz** is Project Director  
(several handouts distributed)

**BREAK**



**Maryalice** reported on:

- grant opportunities and pointed out the sheet included in recently mailed packet; encouraged Commissioners to share this sheet with their respective communities
- planning future initiatives and asked if **third Wednesday of month from 9:30-12:30** was still good time for future Commission meetings; group responded that it was; **Maryalice** will work on calendar for next year's meetings
  - it was decided to cancel **October 20** meeting (so close to Powell visit and we don't usually have a meeting in August and we did this year [actually September 3 . . . moved from August date])

**Heather** asked those who would not be able to attend Powell event but wanted to attend the October 19 Orientation to please let her know for planning purposes

**Maryalice** continued her report:

- **Steve Schad** will be asked to present findings related to "How does Commission work?" at **November meeting**; sheet was circulated to those in attendance who will need to participate in a conference call with Steve before he is able to put his presentation together
- **Laurie Lachance**, SPO Senior Economist, will be asked to do a presentation related to "One Maine and role of the Commission" at **December meeting**
- call for Commissioners to volunteer to be substitute ambassadors, particularly to attend December 2-4 conference in Philadelphia; contact **Maryalice** as soon as possible if you are willing to be a substitute

**Everett** as if they were any questions, concerns before he adjourned the meeting

**Ed** asked where we are with the Unified State Plan; **Maryalice** responded that we have integrated so deeply we don't realize we are doing it; **Everett** reminded Commissioners that we need to be attentive to keeping Unified State Plan as an active agenda item in the future

**Anne** related her involvement with the Youth Service/Service Learning Task Force; spoke briefly about the Learning Results/Service Learning Grant Opportunity and Kellogg Grant; also outlined "Bridges to Practice," a research based curriculum related to adult education/learning disabilities

**Everett** adjourned meeting at 11:32!!

Minutes offered by: Wanda L. Lincoln  
September 15, 1999





## **The Maine Commission for Community Service**

### **Maine State Planning Office, Executive Department**

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October 20, 1999 Meeting Canceled



## Maine Commission for Community Service



Minutes - November 17, 1999  
State Planning Office, 184 State Street, Augusta, ME 04333

Draft Date	Drafted by	Acceptance Date	Revisions Made?
December 7, 1999	Maryalice Crofton		

Meeting called to order at 9:35 by **Everett Flannery**

Attendance sheet circulated; it was noted that enough Commissioners were present for a quorum

**Present:** From the Commission -- Major Everett Flannery, Tom Broussard, Ed Maroon, Edie Scott, Catharine Lebowitz, Major Mark Emery, Kathie Ferguson, Don McDougal, Deborah Neuman-Metzler, Paul Offill, Lauren Pattenaude, Kristen Thomas, Brenda Zollitsch.

MCCS Staff -- Melissa Boyd, Roz Petrie, Heather Chandler, Martha Putnam, Anne Schink, and Maryalice Crofton.

Guests -- Steve Schad, Project TASC/Aguirre Int'l; Liz Webber, VISTA/Communities for Children; Ken Spalding/Maine Conservation Corps; Wendi Smith/WGME 13.

The new Commissioners (Emery, Patenaude, Thomas, Metzler) were welcomed to their first meeting. One addition to the agenda was noted: CNS Update from Kathie Ferguson.

Kay Lebowitz presented the minutes from the last two meetings. The minutes from September 3 were distributed prior to the meeting. No corrections or additions were offered. **Moved** by Tom Broussard to accept the minutes as published. Second by Paul Offill. **Pass** unanimously.

The minutes from September 15 were also distributed prior to the meeting. No corrections or additions were offered. **Moved** by Edie Scott to accept the minutes as published. Second by Tom Broussard. **Pass** unanimously.

### **AmeriCorps Grant Competition**

MCCS Program Officer Heather Chandler gave a quick update on the timeline for the grant competition. A copy of the key dates in this process was distributed. Non-commission members are needed to serve as reviewers of new applications. Commissioners were asked to submit names of potential reviewers to Heather as soon as possible. People should represent not only one of the priority areas (human needs, public safety, environment, education) but also service, non-profit administration, community organizing. The process will entail about 8 hours of meetings plus some independent work reading and rating grant applications. This activity commences in January.

Commission members are needed to serve as reviewers for the three continuation applications. While the Program Oversight Task Force usually takes this on, others are welcome to join. Everett Flannery, Brenda Zollitsch, and Ed Maroon volunteered.

### **CNS Update**

Kathie Ferguson reported that final congressional action on the CNS budget is still pending. On another issue, the CNS state offices will be taking on monitoring of National Direct AmeriCorps Crew Programs. This is a new assignment that is exactly like what state commission staff do for AmeriCorps Crew programs in their states. (They routinely monitor AmeriCorps\*VISTA and Senior Corps grantees.) Kathie and Susan Therriault will be conducting site visits to YouthBuild and ME Campus Compact before the end of January 2000.

### **Governance Model to Guide MCCA board work**

Everett introduced Steve Schad of Project TASC. Steve is the consultant who has worked with a focus group of MCCA members since June on developing a framework to understand "What MCCA does". The group members were Don McDougal, Judi Stebbins, Kay Lebowitz, Everett Flannery, Susanne Sandusky. The process that led to the framework presented today included teleconferences, internet "conversations" and comments on a possible model.

At the outset, Steve Schad noted that one activity he'd hoped to do with the commission could not happen in the allotted time. He recommended the commission do it at a future meeting and offered to leave the guidelines. The activity would initiate setting ground rules around participation in discussion and decisions by commissioners. There had been some feedback that commissioners did not feel confident in expressing their thoughts in the group while other commissioners did not have that impression and spoke freely. The point of this is to articulate the "understandings" the group wishes have so everyone can know the "rules" for engagement.

(Steve's illustrations of the model can be seen by opening this file with Adobe Acrobat reader: [SteveVisuals.pdf](#) )

Key points from the presentation:

1. There is a continuum of work for Commissions which ranges from "the big picture" of service and volunteering to the daily details of operations. The continuum can be divided in the level of detail starting at the Big Picture end -- vision, mission, values, goals, objectives, management, administration (the most detailed).
2. Commissioner and staff roles with regard to where time is spent in accomplishing the work are represented as inverted pyramids with Commissioners involved most heavily in the "big picture" (vision, mission, values, goals) areas and staff most involved in the daily details areas (administration management, objectives).
3. Commissioners need to ensure the "core work" of the commission is attended to. In this scenario, the core work would be the areas of vision, mission, values, goals. All Commissioners would be expected to participate. Those Commissioners who have the time or the inclination to be more involved through projects would have the option to participate in work related to objectives or management.
4. People serve as Commissioners for two sets of reasons -- a personal rationale and a public good rationale. From the personal side, they serve because of community interest, opportunities for growth, a dedication to service, and as expressions of their individual selves. From the public good rationale, they are asked to serve because as representatives of various constituencies, to develop a view of "the forest", as a reward for local service (higher level of participation), and/or because of a particular knowledge/skill.
5. There are three categories of work in this model: Decision, Accountability, Support. When the Commission is pursuing its core work of vision/mission/goals, they act in the Decision and Accountability categories and Staff act in the Support category. Whenever commissioners work in the more detailed areas, Staff act in the areas of Decision and Accountability while Commissioners provide Support. This balance is congruent with the responsibilities and knowledge of each in this model.
6. The elements of these categories of work are ...
  - ~ Decision: Deliberate and set policies by Observing, Interpreting, Responding;
  - ~ Accountability: Review and assess progress and organizational effectiveness; ensure mandates are

met, policies adhered to.

~ Support: Provide assistance to the organization in achieving its mission. Assistance may take the form of advice, access to resources, or direct action.

**Discussion.** In the discussion which then took place, Commissioners decided this model "fit" and should be implemented. Five areas were identified as starting points that should receive immediate attention. These are communication, commissioner education, setting ground rules around participation in meetings, and reassessing the task forces. Everett invited other commissioners to join the Executive Committee in starting to work on these points. The Executive Committee includes the chair, vice chair (Don), and secretary (Kay). Other volunteers were Tom Broussard, Ed Maroon, and Kathie Ferguson.

#### **Celebration and Recognition.**

Recognition of retiring members of the Commission was postponed. Everett turned the meeting over to Tom Broussard who also serves as chair of the Maine Promise Network. Tom presented certificates of appreciation to the planning committee for the Call to Service. In particular, he recognized the extraordinary efforts of three people who were the cornerstones of the success: Wendi Smith from WGME who served as the event floor manager; Melissa Boyd, AmeriCorps Promise Fellow with the Maine Promise Network, who served as the key contact with America's Promise and organized all the new commitments; and Dave Lovejoy, facilities manager for the WTV Boys and Girls Club, who worked round the clock for weeks to prepare for and accommodate the 1,700 people. All three were presented with a special memento of the event: a Colin Powell figure from the GI Joe series. (Thank to Kathy Schulz of Project Goals for locating the figures!)

Maryalice announced that Maine is one of the states America's Promise is holding forth as a model for implementing strategies to meet the goal. The other model states are North Carolina and Colorado. This ups the ante in terms of continuing the good work. Everett pointed out that the Commission has accomplished part of what it set out to do -- show the breadth of our reach and our ability to get things done. Now comes more challenging work that will build on the past two years.

#### **Adjournment**

Heather asked that the Program Oversight members huddle before leaving to set a time/date for the next meeting. Steve Schad agreed to continue working with the commission through implementation of the model. There being no other business, the meeting adjourned at 11:50.

**Back to HQ Home**

**Maine Commission for Community Service**  
**Minutes - December 15, 1999**  
**State Planning Office, 184 State Street, Augusta, ME 04333**

<b>Draft Date</b>	<b>Drafted by</b>	<b>Acceptance Date</b>	<b>Revisions Made?</b>
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Meeting called to order at 9:35 by **Everett Flannery**

Attendance sheet circulated; it was noted that enough Commissioners were present for a quorum. [Two commissioners arrived late at which point a quorum was established.]

**Present:** From the Commission -- Major Everett Flannery, Tom Broussard, Ed Maroon, Edie Scott, Catharine Lebowitz, Major Mark Emery, Kathie Ferguson, Don McDougal, Deborah Neuman-Metzler, Paul Offill, Lauren Pattenau, Kristen Thomas, Brenda Zollitsch.

MCCS Staff -- Melissa Boyd, Roz Petrie, Heather Chandler, Martha Putnam, Anne Schink, and Maryalice Crofton.

Guests -- Laurie Lachance, State Economist; Ken Spalding, Maine Conservation Corps.

**Business Reports --**

1. Upcoming elections. January marks the end of the terms of Officers. Commissioners are asked to notify Edie Scott of nominations other than those already known. Don McDougal and Kay Lebowitz have expressed a desire to remain in their positions. Tom Broussard has volunteered to serve as Chair. Everett will be stepping down as chair but not leaving the commission.

2. Atlantic Cluster Seminar. Susanne Sandusky reported on her attendance of the Atlantic Cluster Meeting in Philadelphia, PA. Collaboration between commissions, Corporation state offices, and volunteer sites was highlighted at the meeting. Susanne stated that there is confusion where our Senators and Representatives stand on legislative reauthorization. Maine should follow up with Senator Snowe. Currently the common ground among states is around developing capacity. The final form of the accreditation standards is out and states are being told when their visits will occur. So far, Maine is not on an early time schedule.

3. OneMaine

Laurie Lachance made a guest presentation on "OneMaine: Invest in ME" which has as a key strategy for establishing a solid foundation, investing in vibrant, productive communities. That language is borrowed directly from the Commission's vision.

This initiative is co-chaired by Dana Connors of the Maine Chamber and Business Alliance and Barry McCrum of Time Warner. It is a public/private state effort to unify the "two Maines" and resolve issues around economic diversities. This initiative takes Governor King's OneMaine effort and provides detail for the economic realm. Three dimensions of investment are identified, strategies for each are listed, and the outcomes that indicate success are spelled out. The goal is to create investment

strategies to raise the prosperity levels of the entire state. Three areas were stressed : education, innovation, and foundation.

It was noted that many of the strategies are ones in which the commission can participate. MCCA can also contribute to the overall vision through its programs such as the Maine Service Exchange. The emphasis on building partnerships and focusing on development of education opportunities, skills and leadership are all parallel to MCCA.

Laurie provided handout versions of her overhead slides as well as copies of the OneMaine brochure.

### **Farewells**

The commission bids a fond farewell to Melissa Boyd as this was her last meeting. Melissa has accepted a position as Youth Development Director for the Campfire Boys & Girls of Eastern Massachusetts.

Also, Kathie Ferguson will be taking a new position with CNS starting on January 3rd in Denver, CO. Susan Therriault will represent CNS at the Commission until a new person is hired.

### **Implementing the Governance model adopted in November.**

Tom Broussard reflected on mission issues, quorum expectations, and for meetings moving in cadence. Suggestions were made for there to be more structure within meetings. Possible structure: 10 minute introductions, staff reports for 2 or 3 minutes each, light and effective information, and committee reports from each committee even if there is no change to report. A need to replace commissioners who are not attending meetings with new commissioners was mentioned.

Tom Broussard motioned to change the order of Commission meetings and have Task Forces/Committees meet from 8-10 and 1-3 with the business meeting scheduled for 10-1. Susanne Sandusky seconded the motion. Passed unanimously.

Task Forces were asked to set meeting times, identify chairs, and start work on the objectives in the strategic plan.

A change of location for the meeting was requested. Commission attendance has been improving and this space is now cramped. Everett said he would check on the County Government Center.

### **Related Events**

Points of Light has asked MCCA and the Maine Promise Network to present at the national community service conference in Orlando, FL in June. More information will follow. Again, this is a result of our work around America's Promise being seen as a national model.

The February meeting will be focus on the Maine Promise Network, America's Promise, and Communities for Children. The central question will be "what is MCCA's role to be after 3 years of development?". A senior staff member from America's Promise will be in Maine in January to discuss what it means to be a Model State. While there is currently no date set for the AP visit, it is certain to occur in January and give commission members a chance to digest the potential for the MCCA's work/role. Commission members are encouraged to attend. More information to come.

Adjournment at 11:58 was motioned by Tom Broussard.